

Mission Statement



Whittle-le-Woods CE Primary School Mission Statement

Our Christian family leads and encourages everyone to:

- ✦ Flourish; soar in faith and talents
- ✦ Serve others courageously
- ✦ Be excited and curious to learn

We do this within our safe, happy, diverse and nurturing Christ centred environment ensuring 'all have life and have it to the full' John 10:10

At Whittle-le-Woods C.E. Primary School, we embrace the development of Christian Values embedded in Christian love.

Other relevant documentation: Child Protection Policy, Confidentiality Policy

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1.0 Introduction

- 1.1 This policy is based on the one available on TeacherNet and another example primary school.
- 1.2 Staff who work with young children will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.
- 1.3 Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.
- 1.4 Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Whittle-le-Woods CE Primary School work in partnership with parents/carers to provide continuity of care to children wherever possible.
- 1.5 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.6 Whittle-le-Woods CE Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Whittle-le-Woods CE Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

2.0 Rationale

- 2.1 It is our intention to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care policy. The principles and procedures apply to everyone involved in the intimate care of children.
- 2.2 Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.
- 2.3 Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:
 - feeding;
 - oral care;
 - washing;
 - changing clothes;
 - toileting;
 - first aid and medical assistance; and
 - supervision of a child involved in intimate self-care.
- 2.4 Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

3.0 Principles Of Intimate Care

- 3.1 The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- every child has the right to be safe;
- every child has the right to personal privacy;
- every child has the right to be valued as an individual;
- every child has the right to be treated with dignity and respect;
- all children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- all children have the right to express their views on their own intimate care and to have such views taken into account; and
- every child has the right to have levels of intimate care that are appropriate and consistent.

4.0 School Responsibilities

- 4.1 All staff working with children are vetted. This includes students on work placement and volunteers (see Safer Recruitment Policy). Vetting includes criminal record checks and references.
- 4.2 Only those members of staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of children.
- 4.3 Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the child. Consent forms are signed by the parent and stored in the child's file. Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.
- 4.4 Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties should be sought and considered to inform future arrangements.
- 4.5 If a staff member has concerns about a colleague's intimate care practice he or she must report this to the designated teacher for child protection.
- 4.6 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- 4.7 Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

5.0 Guidelines For Good Practice

- 5.1 All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.
- 5.2 Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.
- 5.3 Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children.
- 5.4 It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard children and staff.
- 5.5 When staff have provided intimate care this will be logged and reported to parents

1. Involve the child in the intimate care

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.

Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

Care should not be carried out by a member of staff working alone with a child.

3. Make sure practice in intimate care is consistent.

As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.

4. Be aware of your own limitations

Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

5. Promote positive self-esteem and body image.

Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse.

The approach you take to intimate care can convey lots of messages to a child about their body worth.

Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

6. If you have any concerns you must report them.

If you observe any unusual markings, discolouration or swelling report it immediately to the designated teacher for child protection.

5.5 If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher.

5.6 Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

7.0 Working With Children Of The Opposite Sex

7.1 There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman.

7.2 The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- when intimate care is being carried out, all children have the right to dignity and privacy, ie they should be appropriately covered, the door closed or screens/curtains put in place;

- if the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;
- report any concerns to the designated teacher for child protection and make a written record; and
- parents must be informed about any concerns.

8.0 Communication With Children

- 8.1 It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:
- make eye contact at the child's level;
 - use simple language and repeat if necessary;
 - wait for response;
 - continue to explain to the child what is happening even if there is no response; and
 - treat the child as an individual with dignity and respect.

9.0 The Protection of Children

- 9.1 Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.
- 9.2 Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- 9.3 If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection. A clear record of the concern will be completed and referred to Safeguarding Manager and then social care and/or the police if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm. [See the Child Protection Procedures].
- 9.4 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- 9.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed including notifying the Headteacher [see Child Protection Procedures].