



SHERBORNE SCHOOL

Child Protection and Safeguarding Children: Intimate Care Policy

Policy Owner: Deputy Head Pastoral

Policy Agreed on: 22nd September 2024

Policy Reviewed on: 1st October 2024

Policy to be Reviewed on: 1st June 2025

Document Control Table

Status	Live Document
Policy Owner	Deputy Head Pastoral
Statutory/Recommended	Statutory
Date Approved	
Review Period	1 Year
Latest Review Date	22 nd September 2024
Next Review Date	26 th June 2025
Linked Documents and Policies	<ol style="list-style-type: none"> 1. Safeguarding and Child Protection Policy 2. Recognising Abuse Information 3. Intimate Care Policy 4. Anti-Bullying Policy

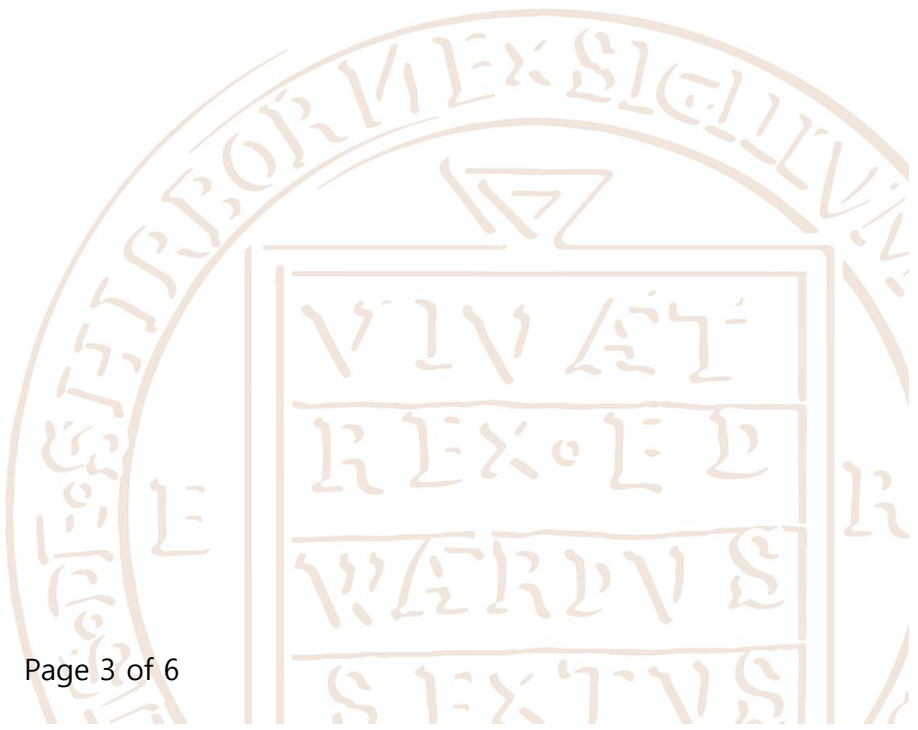
Version	Date	Comments	Author
1.0	22 nd September 2024	Whole document update; content, and format	Monica Hamlin

IMPORTANT

1. The English document is seen as the original, true and correct version
2. Once downloaded or printed, this is an uncontrolled document. Please refer to the school website for the latest version
3. Sherborne School MoQ reserves the right to amend and update this policy at any time.

Contents

Document Control Table	2
Intimate Care.....	4
Our Approach	5
Confidentiality and Sharing Information	5



Intimate Care

Staff who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs. Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Parents are required to complete an Intimate Care Agreement when their child joins EYFS.

Intimate care may be defined as any activity required to meet the personal needs of an individual child regularly or during a one-off incident. Such activities can include:

- Feeding
- Oral care
- Washing
- Changing clothes
- Toileting and menstrual care
- First aid and medical assistance
- Supervision of a child involved in intimate self-care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Children's dignity will be preserved, and a high level of privacy, choice and control will be provided for 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 our schoolwork in partnership with parents to provide continuity of care for children/young people wherever possible.

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.

Sherborne Qatar School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. All staff recognise 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.

Our Approach

Children who require intimate care will be treated respectfully; each child's welfare and dignity are of paramount importance.

Staff who provide intimate care are trained to do so.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle, children will be supported to achieve the highest level of autonomy possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible, one child will be cared for by one adult who is well known to the child and the child's parents unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Parents will always be informed after intimate care has been provided to a child (either verbally or in writing) and this will take place as soon as possible after the care has been provided (and must happen on the same day).

Confidentiality and Sharing Information

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released

into the public domain does not compromise evidence.

Staff should only discuss concerns with a designated person, Headteacher or the CEO (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

All concerns and other information will be stored on CPOMS and only made available to relevant individuals.

A record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort should be made to prevent unauthorised access and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items should also be kept in locked storage. Child protection information will be stored separately from the child's school file and the school file will be 'tagged' to indicate that separate information is held.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a child or parent to see child protection records, they should refer to the Headteacher.