



Benedict Biscop CE Academy

INTIMATE CARE POLICY

Review Date:	Autumn 2017
Next review date:	Autumn 2019
Person in charge:	Headteacher
Link Governor:	Chair of Local Governing Body

Pastoral Care/Spiritual Development

The quality of relationships between all members of school, staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of a church school. It is expressed in the terms of sharing and caring. Jesus was clear in his instructions to the disciples on this matter.

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ - John 15:17.

Everyone associated with the school is made in the image of God and is to be loved. This is the commandment from which Benedict Biscop CE Academy derives its policy for pastoral care.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks in ways which reflect the Gospel. Those who are in leadership roles, which include all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that Christian love will pervade all aspects of life at Benedict Biscop Academy. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environment is created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the school is organised and the policies are written and implemented.

The Academy’s Policy for Intimate Care is part of the academy’s pastoral and safeguarding systems.

The following will apply where it is necessary to develop an Intimate Care policy for any child:

- Each child will have a named key worker and deputy key worker
- The key worker and deputy should be responsible for the majority care of the child (including intimate care).
- The key worker should be assigned to each child in a randomised process, e.g. not the key worker’s choice. Children should be given some choice of preference in this where appropriate to do so.

- Clear processes and guidance in intimate care should be highlighted specifically to staff upon their INDUCTION in the setting. New staff should be given the opportunity to discuss any queries or uncertainties they may have in relation to the policy.
- Students, work experience and visitors should not be responsible for the intimate care of children in the setting.
- Changing areas should be clear and visible to other staff members.
- Any changes to the policy or processes involved in nappy changing or intimate care should be made to meet the needs of the individual child or the whole staff and not for the benefit for one individual member of staff.
- There needs to be sound processes of recording and documenting the intimate care of children in all settings by all staff.
- There needs to be clear processes for whistle blowing and there should be an open culture of challenge within the setting where appropriate so that staff feel confident to alert/inform senior members of staff to any concerns raised.
- Parents should be aware of the setting's intimate care policy and have a copy of the child's care plan. Parents should be clear about who their child's key worker is and the processes of intimate care for that setting.
- Clear processes need to be in place and agreed with parents around the changing of and transportation of soiled clothes to and from the setting.
- Clear processes of recording need to be in place around the changing of soiled clothing.

Random accidents:

- All staff will have responsibility for addressing the immediate needs of any child who needs changing. [not students, volunteers or work experience] as soon as the accident occurs.
- Spare clothing will be kept in school for children to access should they need to.
- All soiled clothing will be sent home [in separate carrier bag].
- Depending on the age of the children adults will support the child in cleaning themselves and in changing their clothes in the toilet areas of school. Where a child is unable to take full responsibility for this and where it is becoming a recurring issue the full policy will come into effect and an Intimate Care plan will be devised.
- Discretion should be used whether to use the toilet cubicle or the main toilet area – protecting both the child's privacy and the staff member.
- It is not necessary to involve several members of staff as this will present a supervision issue.