



Intimate Care Policy

Author of Policy	Anne Hartle
Policy Approved by	Mark Sherwin (Principal)
Date	November 2023
Review Date	November 2025



Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Rationale

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of children involved in intimate self-care.

The Local Governing Committee recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

Article 23 of the UNCRC: Children who have any kind of disability should have special care and support, so that they can lead full and independent lives.

Castercliff Primary Academy 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. It is acknowledged that these adults are in a position of great trust.

Castercliff Primary Academy recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity are of paramount importance. No child should be attended to in a way that causes distress or pain.



Staff will work in close partnership with parent/carers to share information and provide continuity of care.

Role of parents/carers

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers.

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

An intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.



Role of staff

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

Intimate care procedures

How procedures will happen

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. Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level.

It is not always practical for two members of staff to assist with an intimate procedure and also, this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should care for a child of the same gender. However, in some circumstances this principle may need to be waived; for example, female staff supporting boys in a school when no male staff are available. Male members of staff should not normally provide routine intimate care (such as toileting, changing or bathing) for



adolescent girls. This is safe working practice to protect children and to protect staff from allegations of abuse.

Procedures will be carried out in the disabled toilet on the bottom corridor.

When carrying out procedures, the school will provide staff with:

protective gloves, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wipes, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

Children Wearing Nappies

The parent should provide nappies and wipes, and should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

- Staff members will have access to PPE (face mask, gloves and an apron) for use during intimate care
- Nappy/soiled underwear changing is undertaken in the appointed toilet on the changing mat
- Parents/carers are informed of all nappy changes/soiling accidents
- A new set of gloves, apron and mask to be worn for every nappy/soiled underwear changing
- The changing mat must be cleaned using anti-bacterial cleaner prior to any changing
- Child to be placed on a mat during a nappy/underwear change unless they are able to stand and assist
- Soiled nappies to be placed into a nappy bin which is specifically designated for the disposal of such waste (located in the disabled toilet or EYFS toilet)
- Any soiled clothes to be sent home in separate bag
- All cleaning wipes to be placed in nappy bin
- Both staff member and the child must wash their hands before returning to class
- Changing area/mat should be thoroughly cleaned using anti-bacterial spray and cleaning cloths



Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required, girls will be provided with sanitary towels and treated sensitively.

Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP or care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then this will be under the guidance of the physiotherapist.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

Adults (other than the physiotherapist) carrying out physiotherapy exercises with pupils should be employees of the school.

Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Massage

Massage is now commonly used with children who have complex needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation. Staff at Castercliff Primary Academy may be involved in delivering aspects of programmes devised by therapists.

It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and children and after relevant training.

Concerns about safeguarding

The school's child protection policy will be accessible to staff and adhered to at all times.



From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely but at Castercliff Primary Academy, best practice will be promoted and all adults will be encouraged to be vigilant at all times.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc s/he will immediately report concerns to the Principal or 'Designated Safeguarding Lead'. A clear written record of the concern will be noted using CPOMs.

If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Principal. The matter will be investigated at an appropriate level (usually the Principal) 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.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to SLT.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Principal or to the Local Governing Committee if the concern is about the Principal.

The Local Governing Committee and staff at Castercliff Primary Academy recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse.

Monitoring arrangements

This policy will be reviewed by the SENDCo. At every review, the policy will be approved by Principal and Local Academy Council



Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

Appendix 1 - PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's Last name	
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Child's First name	
Male/Female	
Date of birth	
Parent/carers name	
Address	
Type of intimate care	

I give permission to the school to provide appropriate intimate care support, as per the agreed care plan, to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Principal/ SENDCo of any medical complaint my child may have which affects issues of intimate care.

I understand that school will record instances where intimate care is required in the following manner:

- *Outline agreed format of recording (see next page for a sample which may be adapted)*
- *Outline frequency of recording*

Name _____

Signature _____

Relationship to child _____

Date _____

Intimate Care Plan

Child's name _____ Class _____



Date	Time	Staff	Comments

An Intimate Care Plan will be written stating the pupil's condition, what support is needed, the role of the staff and parents and what to do if help is needed.

