

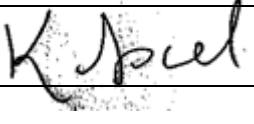
# LITTLE HEATON CE PRIMARY SCHOOL



## INTIMATE CARE POLICY

Mark 9.23 - All things are possible for those who believe.

Learning Together We Grow in Faith

Date of Issue: <b>April 2023</b>	Date of Last Review: <b>January 2021</b>
To be Reviewed: <b>April 2024</b>	
Headteacher Signature: 	Chair of Governors Signature: 



## **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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents 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

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

## **Legislation and statutory guidance**

This policy complies with [statutory safeguarding guidance](#).

## **INTRODUCTION**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

(In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of medicine that is not given orally).

**Little Heaton 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.**

**Little Heaton 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.**

## **ROLE OF PARENTS**

### **Seeking parental permission**

- For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents 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 (see below).

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 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 afterwards.

### **Creating an intimate care plan**

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

The school will work with parents 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 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.

See appendix 1 for a blank template plan to see what this will cover.

## **Sharing information**

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

## **ROLE OF STAFF**

### **Which staff will be responsible**

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants.

No other staff members can be required to provide intimate care.

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 is 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, including those related to COVID-19

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

## **INTIMATE CARE PROCEDURES**

### **How procedures will happen**

It is best practice from a health and safety and safeguarding perspective to have two members of staff present. If it is not possible, the member of staff must inform a senior colleague before they begin the procedure and once the procedure has taken place.

Procedures will be carried out in the disabled toilet, which is equipped with a changing area.

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 to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

## **Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using 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 a member of the Senior Leadership Team.

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.

### **Monitoring arrangements**

This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the governing board.

### **7. Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- SEN
- Supporting pupils with medical conditions
- Staff Behaviour (Code of Conduct) Policy
- Managing Allegations Against Staff



## Intimate Care Plan

<b>Name of Child</b>	
<b>Type of intimate care needed</b>	
<b>How often care will be given</b>	
<b>Training requirements for staff</b>	
<b>Where care will take place</b>	
<b>What resources / equipment will be used</b>	
<b>Who will provide equipment / resources</b>	
<b>Special arrangements for trips / outings</b>	
<b>Date Plan Agreed</b>	
<b>Person(s) to change child</b>	
<b>Person(s) to change child if main adult unavailable</b>	
<b>Product Disposal Location</b>	
<b>Infection Control Measures</b>	
<b>When will the plan be reviewed (&amp; by who?)</b>	
<b>Review Comments</b>	
If the child is unduly distressed, a member of staff will contact the parent/carer.	
<i>*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.</i>	

CHILD	
<i>How many staff would you like to help?</i>	
<i>Do you mind having a chat when you are being changed or washed?</i>	
<i>Signature of child</i>	
<i>Date</i>	

<i>Signed (Teacher)</i>		<i>Signed (Parent)</i>	
<i>Signed (Changing Adult)</i>		<i>Signed (SENCO / Head)</i>	