



# Intimate Care Policy

## Policy Information:

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<b>Approved by:</b>	Chairs Action
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<b>Policy owner:</b>	Deputy Headteacher

## Review Information:

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## Content:

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## Introduction

Where appropriate to the setting, the Governing Body will act in accordance with section 175 of the education act 2002, 'Safeguarding Children and Safer Recruitment in Education' (DfES 2006) and 'Safeguarding Vulnerable Groups Act 2006' to safeguard and promote the welfare of pupils at the school.

The Governing Body and Head teacher will act in accordance with the supplementary DfES guidance: 'Safer Recruitment and Selection in Education Settings' (2005) and 'Dealing with Allegations of Abuse against Teachers and other Staff' (2005) as appropriate to the setting.

This school takes seriously the responsibility to safeguard and promote the welfare of young people in its care. Meeting pupils intimate care needs is just one aspect of safeguarding.

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

This intimate care policy should be read in conjunction with the schools following policies and procedures;

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Special educational needs policy
- Procedures and policy for positive handling

## Purpose

This policy aims to provide clear guidelines for staff when delivering intimate care to pupil. This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents,

staff and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

### Definition

Intimate care can be defined as any care that involves washing, touching or carrying out a procedure to intimate and personal areas which most people usually carry out themselves, but students are unable to do because of their physical difficulties or other special needs. Examples include care associated with continence, menstrual management as well as more ordinary tasks such as washing, toileting and dressing. This also includes a supervisory role when assisting the student to become more independent in their self-care.

In the case of specific procedures only staff suitably trained and assessed as competent will undertake the procedure (e.g. administering emergency medication).

### Best Practice

Staff providing intimate care will at all times, use correct and appropriate protective clothing i.e. disposable aprons and gloves. Whenever intimate care is delivered it will be done sensitively and appropriately. All staff will be aware of the need to maintain privacy and dignity when dealing with intimate care needs. Staff will endeavour to encourage, help and guide students to become independent.

Parents and carers will be informed either by phone, Class Dojo, sealed letter, email or text the same day if their child has received or had help with intimate care and Information on intimate care should be treated as confidential (unless pre-agreed arrangements are in place).

Any staff dealing with intimate care will be employed by the school and have a current DBS checked at the appropriate level.

If it is impractical for two members of staff to be present and taking into account the individual pupils needs, privacy and development, the

member of staff should inform other staff close by that they are attending to a pupil with intimate care needs. Wherever possible staff should attend to students of the same gender, occasionally it may be required for females to attend male pupils due to no male staff being available, however only female staff should attend to routine care needs of young and adolescent female pupils. This is safe working practice to protect students and staff from allegations of abuse.

Where possible the religious views and cultural values of families will be taken into account.

All staff should be aware of the school's confidentiality policy, sensitive information will be shared only with those who need to know.

All pupils who require intimate care, parents will need to sign a parental agreement form, and an intimate care plan will be generated (appendix 1). Each time a pupil is provided with intimate care a record will be made in the child's individual intimate care log (see appendix 2).

### Physiotherapy/ Occupational Therapy

Pupils who require physiotherapy while in school should have a physiotherapy programme written by a qualified physiotherapist and can be carried out by a trained (by the qualified physiotherapist) or member of school staff.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes. Adults carrying out physiotherapy programmes with the pupils should be employed by the school. Any concerns about the programmes should be reported to the physiotherapist immediately.

### Intimate Care Guidance

Intimate care guidelines are essential in any setting where children may require assistance with personal care tasks (e.g. toileting, changing clothes, or managing hygiene).

Staff must adhere to the following guidelines when carrying out intimate care:

- Always ensure that **TWO** members of staff are present.
- Always wear disposable gloves and aprons.
- Always ensure the changing bed is clean before and after use, e.g. fresh piece of couch roll/disinfectant spray, etc.
- Always ensure that the curtain is closed to ensure the dignity of the child.
- Always ensure that wet pads are put in a bag and disposed of in the provided bin.
- Always ensure that soiled pads are double bagged and disposed of in the provided bin.
- Ensure that soiled clothes are also double bagged.
- Following changing a child encourage them to wash their hands as they would usually do so after going to the toilet.
- Always ensure that you wash your hands thoroughly after changing.
- After every change complete the child's '**Intimate Care and Toileting Record**'.
- Always report stock shortages well in advance of a shortage.
- If you are concerned about a child in any way, please speak to one of our Designated Safeguarding Officers.
- **NEVER** take any devices into the toilet/changing area with you - this breaches our Safeguarding and Child Protection Policy.

## Appendix 1 - Intimate Care & Toileting Parental Consent Form

### Intimate Care & Toileting Parental Consent Form

<b>Pupil name:</b>		<b>D.O.B:</b>	
<b>Class &amp; year group:</b>		<b>Date:</b>	
<b>Care required</b> ( <i>what, how, frequency</i> )			
<b>Members of staff who will carry out the intimate care</b> ( <i>all class-based staff need to aware plan</i> )			
Person 1:		Signed:	
Person 2:		Signed:	
<b>Where will the tasks be carried out &amp; what resources/equipment will be required</b>			
<b>Infection control &amp; disposal procedures in place</b>		<b>Actions that will be taken if any concerns arise</b>	
<b>Parents/Carers will provide</b>			
<b>Parents/Carers to be notified at the end of each day via</b>	Class Dojo <input type="checkbox"/> Letter <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/>	<b>Other professionals involved in care/advisory</b>	( <i>school nurse, GP etc</i> )
<b>Additional information</b>			
<b>I/We have read Lea Hall Academy's Intimate Care Policy. I/We give permission for the named member(s) of staff to attend to the care needs of my/our child are in agreement with the above plan.</b>			
<b>Parent/carer 1 name &amp; Signature</b>	(print name): (sign):		
<b>Parent/carer 2 name &amp; Signature</b>	(print name): (sign):		
<b>SLT role</b> HT <input type="checkbox"/>	(print name):		
DHT <input type="checkbox"/> AHT <input type="checkbox"/>	(sign):		

## Appendix 2 – intimate Care & Toileting Record



### Intimate Care & Toileting Record

Pupil name:			Class:		
Date	Time	Type of care carried out (toileting, pad change, other intimate/personal care task) Please specify	How were parents/carers notified?	Carried out by	Signature
			Class Dojo <input type="checkbox"/> Letter <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/>	Person 1:  Person 2:	Person 1:  Person 2:
			Class Dojo <input type="checkbox"/> Letter <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/>	Person 1:  Person 2:	Person 1:  Person 2:
			Class Dojo <input type="checkbox"/> Letter <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/>	Person 1:  Person 2:	Person 1:  Person 2:
			Class Dojo <input type="checkbox"/> Letter <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/>	Person 1:  Person 2:	Person 1:  Person 2:
			Class Dojo <input type="checkbox"/> Letter <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/>	Person 1:  Person 2:	Person 1:  Person 2:
			Class Dojo <input type="checkbox"/> Letter <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/>	Person 1:  Person 2:	Person 1:  Person 2: