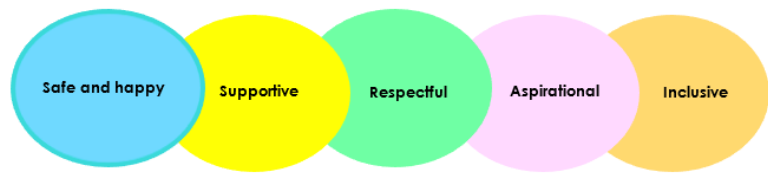




**Learn for life – fly high**



## **Intimate Care policy**

### **Rationale**

We recognise that there may be occasions when pupils require the assistance of staff with intimate and personal care procedures. This may be necessary, for example:

- during the provision of medical care,
- when assisting pupils with toileting,
- when assisting pupils with dressing/undressing, for example during PE or swimming

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

### **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

### **Roles and responsibilities**

#### **Role of Parents/Carers**

##### Seeking parental permission

- Parents of all children will be asked to complete a consent form (see Appendix 1) for occasional intimate care when they join the school (e.g. for small toileting accidents or when a pupil is taken ill at school). Any parents who do not give consent for school staff to provide care will be expected to come to the school to do this themselves when requested.
- For children whose needs are more complex or who need regular/ongoing intimate care support, an Intimate Care Plan will be created in discussion with parents (see Intimate Care Plan template below).
- Where there isn't an Intimate Care Plan or parental consent for occasional care in place, parental permission will be sought on the phone 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 that would be considered neglectful to not address, 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 (wherever possible) and any relevant health professionals. The plan will be recorded on a standard Intimate Care Plan template (see Appendix 2).
- 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.
- The plan will be reviewed twice a year by the class teacher and parent, even if no changes are necessary, as well as whenever there are changes to a pupil's needs. Any relevant health professionals will be invited to take part in the review.

### Sharing information

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

### **Role of staff**

#### Which staff may carry out intimate care procedures?

Only staff at the school who 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, may carry out intimate care procedures. Short term supply staff are not permitted to carry out any intimate care procedures. It is the responsibility of the Headteacher (or Assistant Headteacher in their absence) to decide if a longer term supply teacher may carry out intimate care procedures.

#### How staff will be trained

Staff will receive:

- 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

Staff supporting intimate care will be familiar with:

- the control measures set out in any risk assessments carried out by the school
- hygiene and health and safety procedures.

Staff are encouraged to seek further advice as needed.

### **How procedures will happen**

- It is best practice from a health and safety and safeguarding perspective to have two members of staff present during intimate care procedures. However, the school acknowledges that this is not always possible and that there will be times where only one member of staff is able to be present.
- Staff should be aware of lone working and must always tell another staff member when they are going to support a pupil with intimate care, including:
  - which pupil
  - the location
  - the reason the care is needed

This is for a staff member's protection.

- If staff feel vulnerable, they must request to have another member of staff with them.
- Procedures will be carried out in:
  - the dedicated toilet facility in the Potter Class mobile building (this is the only facility with a changing bed so any pupils who require lie-down changing must use this area)
  - the disabled toilet area in the main building
  - for Reception children requiring minimal support only, the EYFS toilet area (NB: if an adult is supporting intimate care in this area, other pupils must not be present in the toilet area at the time)
- When carrying out procedures, the school will provide staff with appropriate resources and Personal Protective Equipment such as protective gloves, disposable aprons, cleaning supplies, changing mats and bins.

- For pupils needing routine/regular 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.
- Staff who are providing intimate care must make sure their clothing, jewellery, tying back of hair and positioning of ID lanyards are all appropriate for the circumstances. This is particularly important where the staff member will need to bend over or lean forward and when the child being supported is likely to grab at hair etc during changing due to their behaviour needs or developmental stage.
- An Intimate Care Record Sheet must be completed for every episode of intimate care and the parent informed promptly. The record will include the date and time, the type of care given and the name(s) and signature(s) of the staff involved (see Appendix 3).

### **Guiding principles to support children's dignity and independence**

- Many children who require intimate care support need this type of care at a later age than may be considered 'typical'. Staff should be aware that this may cause feelings of embarrassment or humiliation for children and be sensitive to this.
- Staff should use the most appropriate location for intimate care to maximise the child's privacy and dignity with peers.
- Children should be encouraged to be as independent as possible in their intimate care. Staff should encourage children to do as much as they reasonably can for themselves (e.g. wiping, dressing) in line with their needs and developmental stage. Children's individual plans will set out the level of independence or support they need, e.g. standing up to be changed, hand-over-hand guidance to wipe, backward-chaining processes for dressing afterwards etc.

### **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 usual 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 the Headteacher, or next most senior member of staff in their absence.
- 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 annually by the Headteacher/Designated Safeguarding Lead, or more frequently if there are statutory changes. At every review, the policy will be approved by the Governing Board.

<b>Policy agreed:</b>	July 2022
<b>Policy published:</b>	September 2022
<b>Next review:</b>	September 2023

## Appendix 1: Permission to provide occasional intimate care

PERMISSION FOR FROGWELL PRIMARY SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I <b>give permission</b> for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I <b>do not give consent</b> for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

## Appendix 2: Template for Intimate Care Plan

<b>INTIMATE CARE PLAN</b>	
<b>Name of child</b>	
<b>Type of intimate care needed (e.g. nappy change)</b>	
<b>How often care will be given</b>	
<b>What training staff will be given</b>	
<b>Where care will take place</b>	
<b>What strategies are agreed to support maximum independence in line with child's needs?</b> (i.e. what should staff encourage child to do for themselves and what will need to be done for them?)	
<b>What resources and equipment will be used, and who will provide them</b>	
<b>How procedures will differ if taking place on a trip or outing</b>	
<b>Signature of staff member</b>	
<b>Name of parent or carer</b>	
<b>Relationship to child</b>	
<b>Signature of parent or carer</b>	
<b>Date</b>	

APPENDIX 3: Intimate Care record sheet

INTIMATE CARE RECORD SHEET					
Pupil name					
Date	Time	Staff name(s)	Staff signature(s)	Care provided	Notes