

Intimate Care Policy

Bushmead Primary School

January 2023



Contents

| | | |
|----|--|---|
| 1. | Aims | 1 |
| 2. | Legislation and guidance | 1 |
| 3. | Role of parents | 1 |
| 4. | Role of staff | 2 |
| 5. | Intimate care procedures | 2 |
| 6. | Monitoring arrangements | 3 |
| 7. | Link with other policies and documents | 3 |
| 8. | Appendix 1 – Intimate care plan | 4 |

1. 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.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

3. Role of parents

3.1 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 (if used), an intimate care plan will be created in discussion with parents (see section 3.2 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.

3.2 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.

3.3 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.

4. Role of staff

4.1 Which staff will be responsible

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.

All staff responsible for intimate care for individual pupils will be identified in the intimate care plan.

4.2 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

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

5. Intimate care procedures

5.1 How procedures will happen

The child's right to privacy will be respected. Staff will have received child protection training and will determine if more than one carer needs to be present when a child is toileted. Careful consideration for all children will be given and where possible one child will be cared for by one adult unless there is a sound reason for having more adults present. If more than one adult attends this should be documented in line with the school's child protection policy.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents must be contacted and informed of all information.

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled. Any soiled waste should be placed in a polythene waste disposal bag which can be sealed. This bag should be placed in a specifically designed bin (situated in the disabled toilets). When bagged appropriately this waste is not described as clinical waste.

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch, such as a caring parent would give. Staff must remain self-aware at all times to ensure this contact is not threatening or intrusive and not subject to misinterpretation. Open lines of communication between the team will enable this to be monitored and recorded if appropriate.

When carrying out procedures:

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, and discreetly returned to parents at the end of the day.

5.2 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 the class teacher.

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.

6. Monitoring arrangements

This policy will be reviewed by Emma Perry SENDCO annually. At every review, the policy will be approved by the FGB.

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

Appendix 1



Bushmead Primary School

Intimate/Personal Care Plan

Child's Name: _____ Date: _____

Nominated Staff: _____

| Main areas of need: | Equipment needed: |
|---------------------|-------------------|
| - | - |

| Detailed Plan: |
|--|
| (refer to any toileting plans, dressing or undressing and medical needs) |
| Target/s: |

This plan was written by:

_____ (SENDSCO) & _____ Class Team on:

This plan was agreed with parents/carers on:

The child's views were sought for this plan on:

(if not, please state why not):

Signed (Headteacher) _____ Date _____

Signed (Class teacher) _____ Date _____

Signed (TA, Support staff) _____ Date _____

_____ Date _____

_____ Date _____

Signed (Parent/carer) _____ Date _____

| | | |
|------------------------------------|---------------|------------------------|
| Version: | 4 | |
| Written by: | Emma Perry | Date: 5/01/2023 |
| Last reviewed by governors: | Spring 1 2023 | |
| Next review due by: | Spring 1 2024 | |