



Intimate Care Policy

Updated: 05-19
Prepared by: JUH

Next Review: 05-21
Approved by: ISB

This Policy applies throughout the School from the EYFS to Year 6.

Introduction

The School is committed to ensuring that all staff who take responsibility for the intimate care of pupils will undertake their duties in a sensitive and professional manner at all times. We recognise that there is a need to treat all pupils with respect and dignity when intimate care is given. No pupil should be attended to in a way that causes distress, embarrassment or pain.

Children in the EYFS will from time to time wet or soil themselves. For children of this age, 'accidents' are not uncommon and familiar, trained staff in the EYFS setting will take responsibility for their intimate care. The intimate care of older children presents greater challenges.

Staff who provide intimate care to pupils have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition of intimate care

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 staff member's duty of care. In the case of a specific procedure only a person suitably trained and/or assessed as competent should undertake the procedure.

Our approach to best practice

The management of young pupils with persistent intimate care needs and older pupils with persistent or occasional intimate care needs will be carefully planned. The pupil who requires intimate care is treated with respect at all times: the pupil's welfare and dignity is of paramount importance.

Staff who provide specific intimate care are suitably trained and/or assessed as competent to do so (including in child protection and moving and handling, if necessary) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment either by staff or from outside professionals, e.g. a physiotherapist, occupational therapist or health visitor. Staff will be supported to adapt their best practice in relation to the needs of individual pupils.

The pupil will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can. Intimate care plans will be drawn up for individual pupils, as appropriate, to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many members of staff will need to be present when intimate care is administered. Where possible, one pupil will be catered for by one adult however, another adult will always be present in the room. Specific intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the pupil's care plan. The needs and wishes of pupils and parents/carers will be taken into account wherever possible within the constraints of staffing and equalities legislation.

Safeguarding and child protection

Staff will follow safeguarding and child protection procedures.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. marks, bruises, soreness etc., they will immediately report their concerns to the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead, the Head or in her absence another member of the Senior Management Team.

If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated 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 pupil's needs remain paramount.

Adults who are caring intimately for children in the EYFS and, if appropriate, pupils in Key Stage 1 and Key Stage 2 should not prioritise a pupil's right to privacy over and above ensuring that another adult witnesses that the procedure is carried out appropriately and good practice maintained.

Physiotherapy/occupational therapy

Pupils who require physiotherapy/occupational therapy while at School should have this administered by trained professionals. If it is agreed in the individual education plan or health care plan that a member of the School staff should undertake part of the therapy programme (such as assisting pupils with exercises), then the required technique must be demonstrated by the therapist personally, written guidance given and updated regularly. In no circumstances should School staff devise and carry out their own exercises or therapy programmes.

Any concerns about therapy programmes or any failure in equipment should be reported to the Special Educational Needs Co-ordinator immediately.

Personal Care Plan

If a pupil is identified as needing support with personal care, the Deputy Head (Pastoral) together with the class teacher(s), will arrange a meeting with parents/carers and the pupil if appropriate. During the meeting procedures should be discussed and agreed. This will become the Personal Care Plan (see Appendix).

Record keeping

Cases of caring for pupils who wet themselves, which fall within the day-to-day occasional 'accidents' expected of young children, do not need to be recorded but parents/carers should be informed orally. In all other instances, persistent wetting or soiling, wetting of older pupils (KS2) or cases of soiling at any age should be recorded and parents informed.

Where specific intimate care arrangements have been discussed with parents/carers and form part of a Personal Care Plan, a written record should be kept by the class teacher in their class file (but not accessible to pupils or to other adults who are not involved in the personal care outlined in the Personal Care Plan).

Linked Policies

- Code of Conduct for Employees
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEN Policy
- Supporting Pupils With Long Term Medical Conditions Policy

APPENDIX: PERSONAL CARE PLAN

Pupil's Name: _____ DOB: ____/____/____

Who will change the pupil?
How will the pupil be changed? e.g. standing up in a cubicle
Who will provide the resources? e.g. wipes, pull-ups, disposable gloves
How will wet/soiled clothes be dealt with?
How will the pupil be encouraged to participate in the procedure?
Any other comments/important information: e.g. medical information
Date from which this personal care plan to be effective from:
Date of review:

This plan has been discussed with me and I agree to change my child at the last possible moment before they come to School, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate as discussed and where possible. I have read the Intimate Care Policy and I agree to my child being supported to develop independence in changing/cleaning themselves.

Data Privacy: the personal data, including special category personal data, provided to the School in this form will be processed in accordance with data protection law¹. For further information please see our Privacy Notice which is available on the School's website.

Name: _____²

Signature: _____

Date: _____

Completed by (key person or teacher's name): _____

Signature: _____

Date: _____

¹ General Data Protection Regulation (EU 2016/679), the UK Data Protection Act 2018 and related legislation, The Privacy and Electronic Communications Regulations 2003 and the Protection of Freedoms Act 2012.

² By signing this form you confirm that you have informed and/or consulted any person with parental responsibility for your child.