



**“I have come in order that you might have life – life in all its fullness.”  
John 10:10**

## **Intimate Care Policy**

<b>Policy accepted by SLT on:</b>	<i>11/2/2019</i>
<b>Next review:</b>	<i>Spring 2022</i>
<b>Signed (Headteacher):</b>	<i>R. Kaye</i>
<b>Statutory policy:</b> <i>Yes/No</i> <b>On school website:</b> <i>Yes/No</i>	

# INTIMATE CARE POLICY

## 1. Principles

**1.1** The Governing Body is committed to ensuring that all staff responsible for the intimate personal care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

**1.2** This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate personal care needs is one aspect of safeguarding.

**1.3** The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

**1.4** This intimate personal care policy should be read in conjunction with the schools' policies as below (or similarly named):

- Safeguarding policy and child protection procedures
- Staff Code of Conduct
- Health and Safety policy and procedures
- Medicines Policy
- Children with Medical Conditions Policy
- Special Educational Needs Policy
- Confidentiality Policy
- 'Whistle-blowing' and Allegations Management policies

**1.5** We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate personal care is given. The child/young person's welfare is of paramount importance and his/her experience of intimate or personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

**1.6** Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

**1.7** Where pupils with complex and/or long term health conditions require an individual Toilet Management Plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this policy.

**1.8** All staff undertaking intimate care will be given appropriate training where specific procedures are required.

**1.9** This Intimate Personal Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

## 2. Child/young person focused principles of intimate and intimate personal care

The following are the fundamental principles upon which this policy and guidelines are based.

Every child/young person has the right to:

- be safe.
- personal privacy.
- be treated as an individual.
- be treated with dignity and respect.
- be involved and consulted in their own intimate personal care to the best of their abilities.
- express their views on their own intimate personal care and to have such views taken into account.
- have levels of intimate personal care that are as consistent as possible.

### 3. **Definition**

**3.1** Intimate personal care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their age, physical difficulties or other special needs.

**3.2** It also includes supervision of pupils involved in intimate self-care.

### 4. **Best Practice**

**4.1** Pupils with ongoing medical needs who require regular assistance with intimate personal care have written individual Toilet Management Plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present where appropriate. Plans should also take into account procedures for educational visits/day trips. There will also be a log when a child requires assistance with intimate personal care; this can be brief but should include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case and the log will be retained for records.

**4.2** Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate personal care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate personal care should be treated as confidential and communicated in person or by telephone not through a home/school diary.

**4.3** Where a child still requires them, parents/carers will provide nappies, wipes and any cream needed.

**4.4** All pupils will be supported to achieve the highest level of independence that is possible given their developmental stage and abilities. This can be for tasks such as removing clothing or wiping. Staff will encourage each individual pupil to do as much for his/herself as possible.

**4.5** Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

**4.6** Every child/young person's right to privacy and modesty will be respected. Reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity; therefore it is our practice for one member of staff to provide intimate care. In the Nursery,

nappies are changed on a designated change mat. In school individual cubicles are in place to maintain privacy. A changing bed is available for children who require hoist use.

**4.7** An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate personal care.

**4.8** The religious views, beliefs and cultural values of children/young people and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer. The care needs of the child/young person should be paramount.

**4.9** Adults who assist pupils with intimate personal care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

**4.10** Health & Safety guidelines should be adhered to; staff should always wear protective gloves (and aprons where appropriate) and dispose of nappies in yellow sacks. Staff should always wash their hands thoroughly after supporting a child with intimate care.

**4.11** No member of staff will carry a mobile phone, camera or similar device whilst providing intimate personal care. See school policy on mobile phones, etc.