

Intimate Care Policy



| Headteacher | Date of Issue | Review Date | Other Linked Documents | Headteacher Signed | Chair of Governors |
|-------------|---------------|--------------|------------------------|--------------------|--------------------|
| L Wilson | October 2022 | October 2024 | | | |

1. Introduction

- 1.1** The Intimate Care Policy at Brindle Gregson Lane recognises that all adults may be involved in duties which require intimate care of children. As the need arises, staff are expected to carry out such a procedure whilst children are in their care. Staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.
- 1.2** The school takes seriously its responsibility to safeguard and promote the welfare of the children in its care. The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.
- 1.3** Staff recognise the need for children to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.
- 1.4** Staff will work in close partnership with parents and carers to share information and provide continuity of care.
- 1.5** Procedures have been adopted with consideration to Department for Education Guidance including Keeping Children Safe In Education and Working Together To Safeguard Children.

2. What is intimate care and who will undertake it?

- 2.1** 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 a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.
- 2.2** Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues.
- 2.3** There should be a high level of awareness of safeguarding issues; only members of staff will carry out intimate care with children at our school. It is not appropriate to have students or parent helpers carrying out this role. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 2.4** Brindle Gregson Lane is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.
- 2.5** Brindle Gregson Lane recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.
- 2.6** A parent or carer will be called to let them know that intimate care has taken place or if:
- i) a child refuses staff assistance or
 - ii) a child is unduly distressed by the experience. The parent/carers may be asked to take the child home if the child is distressed or unwell.
 - iii) a child has had an accident requiring intimate care support from an adult as they cannot do it independently.

3. Our Approach to Best Practice

- 3.1** The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- 3.2** Staff who provide intimate care are trained to do so in relation to Child Protection and Health and Safety implications and best practice guidance.
- 3.3** For children with specific needs for example: - children with statements/disabilities/medical needs specific training will be implemented for staff so that they are fully aware of best practice.
- 3.4** Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation/SEND needs.
- 3.5** The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
- 3.6** Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted.
- 3.7** Another staff member should stay close by while the procedure is carried out.
- 3.8** Intimate care arrangements will be discussed with parents/carers on a regular basis (and when intimate care has been carried out). This will be logged on CPOMS.

4. Where will the intimate care take place?

- 4.1** Intimate care will usually take place in the accessible toilet.
- 4.2** No adult will be left alone with a child behind a fully closed door when carrying out intimate care procedures. This is to safeguard both the child and the adult.

5. What safeguarding procedures will be followed?

- 5.1** Staff members will follow the school's policies for Safeguarding and for Child Protection. If a member of staff notices marks, injuries, bruising or undue soreness, the staff member will record and share their concern with the school's Designated Safeguarding Lead immediately after completing the intimate care procedure.
- 5.2** All children will be taught personal safety skills carefully matched to their level of development and understanding.

Appendix 1

What is the procedure for changing a child?

- Ascertain the child has had an accident. Seek out a second adult to provide support. Place a cone at scene if school environment needs cleaning. Inform SLT and class teacher.
- Alert office staff member. Office staff member will notify the parents/carers by telephone immediately and inform them that intimate care of their child is necessary.
- If unable to speak to parent/carer ensure a message is left and verbal update is provided at school pick-up time.
- Ensure all changing equipment and resources are to hand.
- Offer to help the child to change their clothes and make themselves clean.
- Staff take the child to the designated changing area (usually accessible toilet) and establish that the child is happy and comfortable with being changed by talking to the child throughout and telling them what they are about to do before each step.
- Encourage child to carry out as much independent self-care as possible.
- Disposable gloves are recommended to be worn. Please note, the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the start and end of the procedure.
- Staff to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled underpants unless further soiling has occurred and the child needs to be changed fully. Adult to remove the soiled pants, double-bag in a sanitary bag and place into the sanitary bin.
- Child's skin is to be cleaned with disposable wipes (by the child whenever possible) and also disposed of in a sanitary bag in the sanitary bin.
- Child to be dressed, or encouraged to dress in clean clothes if soiled. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the day. Staff members will not attempt to wash or rinse the clothes.
- Staff to oversee the child wash their hands.
- Staff to wipe the changing area with anti-bacterial wipe.
- Staff to add incident to CPOMS including supporting adults.
- For children requiring regular intimate care, this will be added to the child's individual plan.

Additional Guidance- Appendix 2

Children Wearing Nappies

Schools may have concerns regarding Child Protection issues when they are asked by parents to admit a child who is still wearing nappies. Child Protection need not present an issue. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign (letter attached) outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

Some schools as part of their good practice have introduced a note book to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task. Examples of such good practice provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

The Governing Body will act in accordance of the....

- Education Act 2002-Section 175
- Keeping children Safe in Education September 2022 to safeguard and promote the welfare of pupils.

Equipment Provision

School will have general supplies available. Non-allergic wipes/antibacterial surface cleaning wipes, plastic aprons, gloves, sanitary bags, spare underwear, spare uniform.

Parents have a role to play when their child requires regular intimate care. The parent should provide nappies, disposal bags, wipes; changing mat etc. and parent should be made aware of this responsibility.

Special Needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and support plans for each child. As with all arrangements for intimate care needs, agreements between the child, parents or carers and the school should be easily understood and recorded.

Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child. Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought.

Out of School Trips, Clubs etc.

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or afterschool activity. The standard of behaviour expected of staff will be no different from the behaviour expected within school.

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