



Intimate Care Policy

St Giles C of E Academy

Sept 2024
(review date Sept 2026)

Introduction

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.

The issue of intimate care is a sensitive one and will require staff to be respectful of the 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. 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.

St Giles C of E Academy 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. St Giles School 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.

Our Approach to Best Practice

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. **Staff who provide intimate care are trained to do so** (including Child Protection and Health and Safety training as needed for specific pupils with statements /disabilities) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required. 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.

Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved. Exceptions may be made for pupils with learning disabilities with parental consent/agreement.

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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing or wiping themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

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. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented on the child's care plan. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be more than one familiar adult known to the child who will be able to provide care. This will ensure, as far as possible, the child will feel comfortable and know the familiar routine established.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities/inclusion legislation.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding, e.g. washing their hands after using the toilet. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/designated person for child protection. All intimate care plans will be in line with schools child protection policies. 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/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 child's needs remain paramount. Further advice will be taken from outside agencies if necessary. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Nappies & pull ups

Whilst we would encourage children to be, or working towards being toilet trained at school, We accept that all children may not be developmentally ready for this, so may attend school wearing a nappy/pull up. If this is a regular need a care plan between parents, school and other agencies will be required.

(See Appendix 1)

Changing facilities

We have two disabled toilets in school, and changing mats to be used as required. Consideration will be given to the health and safety of both pupils and staff on an individual needs basis.

Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes; etc. Parents should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, equipment, cleaning wipes, a bin and liners to dispose of any waste.

Health and Safety

Staff should be provided with a plastic apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. **Staff should be made aware of the school's Health and Safety Policy.**

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 care plans for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility 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 (with advocacy arrangements made for those who can't) in regular reviews of these arrangements, as appropriate.

First Aid and Intimate Care

Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing) another member of staff should be in the vicinity and should be made aware of the task being undertaken. Regular requirements of an intimate nature should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed when appropriate. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed. A letter of agreement will be required between school and those with parental responsibility.

Procedure for changing/cleaning children

Where?

- Disabled toilet
- Foundation Stage toilets when quiet if necessary
- Procedure
- Promote independence
- Support independence
- Adult to change and clean child

Equipment to use

- Plastic aprons
- Gloves
- Non-allergic wet-wipes
- Nappy sacks for soiled wipes (place in special bin)

- Nappy sacks for soiled underwear/clothes
- Soil bin
- Antibacterial Gel
- Note to be sent home
- Record of incident

Dear Parent / Carer

Your child currently wears nappies/soils/wets regularly.
We will support your child in developing independence in changing/cleaning themselves.
Attached is our Intimate Care Policy for you to read. Please sign and return the slip.

Yours sincerely

R Winwood
SENCO

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Child's Name _____

I have read the Intimate Care Policy and agree to my child being supported to develop independence in changing/cleaning themselves.

Parent's signature

Dear Parent / Carer

Your child _____ soiled/wet themselves today.

- they changed their clothes independently
- they changed their clothes with adult support
- they were changed by an adult

In accordance with our policy the incident has been recorded.
In your child's bag you will find soiled/wet clothes. Would you kindly wash and return any of the school's clothes loaned to your child.

Thank you.

Yours sincerely

Class Teacher