



## **Intimate Care Policy**

Adopted by Governing Body: 16.09.14

Reviewed by Governing Body: 15.09.2020

Frequency of review: 3 years

Date of next review: September 2023

## **1) Principles**

- 1.1 The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government Guidance 'Safeguarding Children and Safer Recruitment in Education' (2006) to "safeguard and promote the welfare of pupils" at Pitcheroak School.
- 1.2 This school take seriously it's responsibility to safeguard and promote the welfare of children in its care. Meeting a child's intimate care needs is one aspect of this.
- 1.3 The Governing Body recognises its duties in relation to the Equalities 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 document supports the key principles set out in the Worcestershire County Council Policy on Education 2010, that "all learners should feel emotionally and physically secure in order to achieve well and enjoy their learning" and that "tailored support will be available for the specific specialist needs of some learners".
- 1.5 The Governing body is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner.
- 1.6 We recognise that there is a need to treat all children, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is provided. The child's welfare is of paramount importance. All children will be treated as individual's and any intimate care given will be done so gently and sensitively.
- 1.7 Staff will work closely with parents/carers and other professionals to share information and provide continuity of care.
- 1.8 This policy has been developed to safeguard children and staff. It applies to everyone involved with the intimate care of children.
- 1.9 This policy should be read in conjunction with the following school policies:
  - Safeguarding Children Policy (including Child Protection)
  - Working in Worcestershire Schools including Code of Conduct
  - Whistle Blowing Policy
  - Health and Safety Policy
  - Special Educational Needs and Disability Policy
  - Managing Medicines in Special Schools
  - Educational Offsite Visits Policy

## **2) Definitions**

- 2.1 Intimate care is any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people carry out themselves but that some children

are unable to do because of their young age, physical difficulties or other special need. Examples include washing, toileting, dressing and menstrual care. It also includes supervision of children in intimate self-care, for example, cleaning his/herself, changing of sanitary wear.

2.2 This policy does not cover intimate care of children with more complex health conditions e.g. catheters, colostomy bags. Advice regarding these health conditions should be sought from NHS professionals and parents/carers.

2.3 In this document a 'child' is a child or young person 0-19 years of age.

### **3) Aims of this policy**

3.1 To provide clear guidelines for all staff on procedures that maintain a professional approach appropriate to the age, developmental stage and needs of the child.

3.2 To support staff to meet the holistic needs of children including the development of continence and independence.

3.3 To establish good practice in the care of children with management of continence needs.

3.4 To ensure that children are treated with dignity and respect by those adults responsible for them.

3.5 To ensure good safeguarding practice to protect children, staff, and volunteers, as well as agency staff working on supply.

3.6 To establish partnership working between the child, the child's parents/carers and professionals involved.

### **4) Equipment Provision**

4.1 Where a child is in nappies, it is the parent/carers responsibility to provide an adequate supply of these, as well as spare clothing. Any creams to be applied, should be sent in to school in a named and sealed container.

4.2 The NHS may already be providing nappies/ continence pads to the family. If this is not the case, the Special School Nurse may be able to provide some support by completing a referral to the local continence service.

4.3 The school will be responsible for providing wipes, gloves, plastic aprons and bins with liners to dispose of any soiled nappies on site.

4.4 It is the parent/carers responsibility to provide an adequate supply of sanitary products for girls who have started their periods.

4.5 The school have a limited supply of spare clothing and sanitary products in case of emergencies.

## **5) Best Practice**

5.1 Children who require regular assistance with intimate care will have an Intimate Care Plan.

5.2 The Intimate Care Plan proforma must be used to record the needs of each individual child that requires continence management or menstrual care, along with actions to be taken, agreed by the setting and the parent/carer.

5.3 If a health professional and/or school nurse is involved with the child then they should also be involved in the drawing up of the Intimate Care Plan.

5.4 Any changes to the plan, including changes of staff, should be notified to all parties signing the plan. The plan should be completed considering the following partnership working principles:

The parent/carer should

- Agree to change the child at the latest possible time before bringing him/her to the setting.
- Provide spare nappies and a spare set of clothes, as well as any creams if appropriate.
- Provide sanitary products if required.
- Understand and agree the procedures that will be used when the child is changed at school.
- Agree to inform school if their child has any marks/rashes.
- Notify school if the child's needs change at any time which needs to be reflected in the Intimate Care Plan.

Pitcheroak School should

- Complete and share with the appropriate staff members the child's Intimate Care Plan.
- Agree to record frequency of changes throughout the day, including any information on rashes or marks, which is to be shared with the parent/carers on a daily basis.
- Agree to review arrangements as and when necessary and at least annually as part of the annual review process.

5.5 All pupils will be supported to achieve the highest level of autonomy. Staff will encourage children to do as much for his/herself as possible.

5.6 Staff who provide intimate care are provided with appropriate training as part of their induction.

## 6) Safeguarding

6.1 Everyone working with children should be aware that those with additional needs may be particularly vulnerable to all types of abuse. All staff are familiar with the Safeguarding Policy and receive safeguarding training at least every three years.

6.2 From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body.

6.3 The normal process of assisting with personal care, such as changing nappies, should not raise child protection concerns. Staff will be encouraged to be vigilant at all times, seek advice where relevant and take account of safer working practice.

6.4 There are no regulations that state that a second member of staff must be available to ensure that abuse does not take place, however, there may be certain circumstances where this is necessary.

6.5 To minimise risk we ensure that:

- We provide suitably trained staff to deal with continence issues.
- Pitcheroak Personal Care Guidelines are shared with all new staff as part of their induction. Their competency is checked and signed off by Holly Townsend, Assistant Headteacher.
- All staff involved in changing nappies or supporting toileting are aware of the child's Intimate Care Plan and ensure that this is adhered to at all times. Any deviation from the plan should be reported and recorded in line with school procedures.
- The class teacher or adult responsible for the child is always made aware when a child is being taken to the toilet or having a nappy changed.
- Whilst providing intimate care, staff are mindful of and respect the personal dignity and the child's right to privacy.
- Any child with intimate care needs will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as s/he can. This may mean, for example, wiping themselves or washing their own hands.
- Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of staff known to the child who will take turns in providing care.
- Intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents/carers will be taken into consideration.
- All staff are vigilant for any indication of inappropriate practice and report such concerns to the Designated Safeguarding Lead or deputies.
- If there is a known risk of false allegations by a child or the child exhibits extreme behaviour on a regular basis, then appropriate precautions are incorporated into the child's plan e.g. two adults to be present when changing the child.
- All adults working with children at Pitcheroak School have DBS clearance and are closely supervised throughout their probationary period.
- Volunteers and students on long term placements are not involved in intimate care of children at Pitcheroak School. If agency staff are on long term supply with the same class

group, they can receive training in line with that of staff employed by the school and their competency signed off so that they are able to provide intimate care.

- Where possible, staff will provide intimate care to children of the same sex however, at Pitcheroak School we acknowledge that this may not always be possible.
- Parents/carers and line managers are informed of any accidents or concerns that arise whilst changing children and these are recorded in accordance with school procedures.
- Sensitive information about a child should only be shared with those who need to know, such as parents/carers or members of staff who work with or care for the child on a regular basis. Other adults should only be told what is necessary for them to know to keep the child safe.

## **7) Physical Contact**

7.1 All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny. The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

## **8) Off-site trips and visits**

8.1 Where a child has an Intimate Care Plan, consultation with colleagues should take place where any deviation from usual arrangements is anticipated, for example, a school trip.

8.2 On these occasions, the same standard and level of facilities may not be available off site. Best practice is that preliminary visits will be carried out prior to any visits and toileting facilities should be considered as part of this.

8.3 Any deviation from the agreed plan will be documented as part of the risk assessment process.

Pitcheroak School		
Intimate Care Plan		
Date of Plan:		
Child's Name:	Date of birth:	Emergency contact number:
Identified need		
Resources – provided by parent/carer		
Resources – provided by school		
Action to be taken		
Staff involved		
Additional Information		
Signature of parent/carer and child (if appropriate)		
Signatures of school staff named above		
Signature of school nurse/health professional (if appropriate)		

### Intimate Care Record

Child's name				
Date	Time	Staff	Comment	Staff signature





## **Intimate Care Guidelines**

- Check the changing bed is clean and ready for use.
- Wear protective items including gloves and an apron if necessary and have wipes, creams etc. easily accessible.
- Ensure curtains are closed to protect the student's dignity.
- Support the student to sit safely on the changing bed by lowering to an appropriate height.
- Raise the bed to a suitable height for yourself and reassure the student.
- Change the student's pad, encouraging them to help wherever possible e.g. to roll to one side.
- Fold the pad in to a small package so that the contents are contained within and dispose of in the appropriate bin.
- Lower the bed to a safe height for the student to disembark.
- Ensure the bed is wiped down after every use and ready for the next student to use.
- Take gloves off inside out and dispose of these in the appropriate bin.
- Model washing your hands thoroughly and encourage students to do the same.
- Personal care records to be completed.