

# Policy for Intimate Care

## 1 Introduction

### 1.1

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (such as cleaning up a pupil after they have soiled themselves). 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.

### 1.2

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. As the Reception toilets are the most convenient place for this to take place, staff should ensure that other children are not using the toilets at that time wherever possible. 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.

1.3 St Thomas' C.E. ( V.A) 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. The 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.

## 2 Best Practice

### 2.1

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.

### 2.2

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving where necessary ) and are fully aware of best practice.

2.3 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 themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

#### 2.4

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.

#### 2.5

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available within the immediate setting.

#### 2.6

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 legislation.

### **3 Children wearing nappies**

#### 3.1

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- 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.

3.2 Staff record the date and time that this task is carried out to provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

### **4 Equipment Provision**

4.1 Schools often ask for clarification regarding who is responsible for providing equipment when children require changing. Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

### **5 Health and Safety**

5.1 Some schools are concerned about health and safety issues when staff

are changing children or dealing with a child who has had an accident and is bleeding.

5.2 Staff should always wear an 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 taken immediately ( or as soon a practically possible) to the school's main external waste bin . Staff should be aware of the school's Health and Safety policy

## **6**

### **First Aid and intimate care**

6.1 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.

6.2 Regular requirements of an intimate nature should be planned for. Agreements between the school and those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

# PARENTAL AGREEMENT FORM

I agree to support the Intimate Care Policy and practice of St Thomas' C.E Primary School and have discussed appropriate intimate care arrangements for :

Child's name:

Signature of Parent / Carer : -----

Print Name: -----

Date

Signature of School Representative -----

Print Name -----

Position -----

Date .