



Deneholm Primary

Intimate Care Policy



Date Approved: September 2021

Next review date:

Signed:

Headteacher



Principles

Deneholm Primary will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Safeguarding Children and Safer Recruitment in Education' to safeguard and promote the welfare of pupils at this school.

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 care needs is one aspect of safeguarding.

The school recognises its duties and responsibilities 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.

This intimate 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 and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- Health and safety policy and procedures
- Special Educational Needs policy
- Policy for the administration of medicines

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

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 care is given. The child's welfare is of paramount importance and his/ her experience of intimate and 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 sensitivity: no pupil should be attended to in way that causes distress or pain.

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

Where pupil with complex and/or long-term health conditions have a health care plan



in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.

All staff undertaking intimate medical care must be given appropriate training.

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

Child Focused principles of intimate care

The following are the fundamental principles upon which the Policy and Guidelines are based.

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

Definition

Intimate 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 on themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing. It also included supervision of pupils involved in intimate self-care.

Best Practice

Equipment Provision

Where a child is in nappies, parents/carers will be responsible for ensuring the school has a supply of nappies, wipes and nappy bags. Parents of children who regularly soil themselves will be required to provide a change of clothes in a name bag on a daily basis. Parents will be supported with toilet training by school staff and the school nurse. The school will be responsible for providing gloves, plastic aprons, a bin and liners to dispose of any soiled nappies on site.

Pupils who require regular assistance with intimate care have written individual Education Plans (Support Plans), health care plans or intimate care 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 pupils should also be present wherever possible/ appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/ day trip.

Where a care plan/support plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person at handover or by telephone. All Parents will be asked to sign a permission form for intimate care that covers that year.

In relation to record keeping, a written record should be kept in a format agreed by parents and staff every time a child has an invasive medical procedure, e.g. support with catheter usage. Accurate records should also be kept when a child needs assistance with intimate care, these can be brief but should, as a minimum, include the full date, times and any comments, such as change in behaviour. It should also be clear who was present in every case.

These records will be kept in the intimate care file and available to parents/ carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for him/herself as possible.

Staff who provide intimate care are trained in personal care (e.g health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practise regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symptomatic, etc.) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the number of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account. Two people should be present when carrying out intimate care and both must sign the Changing Proforma record.



If a plan has been agreed and signed by parents, staff and child if appropriate, it is acceptable to have one assistant unless there are implications regarding safe handling.

Two persons are required to assist if a hoist is being used. In this case, the second person should be identified and made known to the child and parent.

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

The religious view, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Adults who assist pupils with intimate 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.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health and Safety guidelines should be adhered to regarding waste products, regular collection of clinical waste is undertaken and the appropriate receptacles must be used. If waste product bags are to go in a nappy bag with a liner, then these only need single bagging. Any bagging of clothes etc. should be double bagged.

NO member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Child Protection

The staff at Deneholm School recognises that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.

The school's child protection procedures will be adhered to.

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 pupil's body. In this school's best practice will be promoted and all adults will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a pupil's presentation s/he will immediately report concerns to the Designated Senior Person for Child Protection. A clear written record the concern will be completed and the necessary actions taken.



If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff this should be reported to the class teacher or DSL/ Headteacher. The matter will be investigated as an appropriate level and outcomes recorded. Parents/ carers will be contacted as soon as possible in order to reach a resolution.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the DSL/ Headteacher or Trust Governor if related to the Headteacher. Who will contact the Local Authority Designated Officer in accordance with the school's policy.

Medical Procedures

Pupils who are disabled might require assistance with invasive or non-invasive medical procedures. These procedures will be discussed with parents/ carers, documents in the health care or support plan and will only be carried out by staff who have been trained to do so.

It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid should be appropriately trained in accordance with guidance. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

Off- site trips and visits

Where a child has a Personal Care Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Any deviation from the agreed plan will be documented and reported.



Appendix 1

Deneholm Primary School



Personal Intimate Care Plan

Name:

Class:

Date of last review:

Parent Signature:



Deneholm Primary School

Intimate Care Plan Proform

Pupil Name	
Class	
Area of Need	
Detail of assistance needed	
Responsibility for supply of resources	
Frequency of support/ staff authorised to carry out plan	
Location of toilet	
Liason with parents/ methods of Communication	
Staff Training needs	
Strategies to support independence	
Review Date	



Appendix 3

Deneholm Primary School

Permission Form for Intimate Care

Dear Parents,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task, if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Deneholm Primary has an Intimate Care Policy which is available to view on our website.

Please fill out the permission slip below before stating your preference.

Yours sincerely

L Robinson
Head of School

Consent for Intimate Care

Name of child Class

I give consent for my child to be changed and cleaned if they wet/ soil themselves whilst in the care of Deneholm Primary School.

Signature of Parent/ Carer Date: