



Intimate Care Policy

Ratified by the Governing Body:

Signed by the Governing Body:

To be reviewed (annually):

Chair signature _____

Introduction

Where appropriate to the setting, the Governing Body will act in accordance with section 175 of the education act 2002, 'Safeguarding Children and Safer Recruitment in Education' (DfES 2006) and 'Safeguarding Vulnerable Groups Act 2006' to safeguard and promote the welfare of students at the school.

The Governing Body and Head teacher will act in accordance with the supplementary DfES guidance: 'Safer Recruitment and Selection in Education Settings' (2005) and 'Dealing with Allegations of Abuse against Teachers and other Staff' (2005) as appropriate to the setting.

This school takes seriously the responsibility to safeguard and promote the welfare of young people in its care. Meeting students intimate care needs is just one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects their 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 following policies and procedures; -

- Child Protection Policy
- Health and Safety Policy
- Special educational needs policy
- Procedures and policy for positive handling

Aims of this Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents, staff, and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

Definition

Intimate care can be defined as any care that involves washing, touching, or carrying out a procedure to intimate and personal areas which most people usually carry out themselves, but students are unable to do because of their physical difficulties or other special needs. Examples include care associated with continence, menstrual management as well as more ordinary tasks such as washing, toileting and dressing. This also includes a supervisory role when assisting the student to become more independent in their self-care.

In the case of specific procedures only staff suitably trained and assessed as competent will undertake the procedure (e.g., administering emergency medication)

Best practice

Staff providing intimate care will always use correct and appropriate protective clothing i.e., disposable aprons and gloves.

Whenever intimate care is delivered it will be done sensitively and appropriately. All staff will be aware of the need to maintain privacy and dignity when dealing with intimate care needs. Staff will endeavour to encourage, help, and guide students to become independent.

Parents and carers will be informed either by phone or home/school book (Class Dojo) or sealed letter, the same day if their child has received or had help with intimate care and Information on intimate care should be treated as confidential (unless pre-agreed arrangements are in place).

Any staff dealing with intimate care will be employed by the school and have a current DBS checked at the appropriate level.

If it is impractical for two members of staff to be present and taking into account the individual pupils needs, privacy and development, the member of staff should inform other staff close by that they are attending to a pupil with intimate care needs.

Wherever possible staff should attend to students of the same gender, occasionally it may be required for females to attend to male pupils due to no male staff being available, however only female staff should attend to routine care needs of young and adolescent female pupils. This is safe working practice to protect students and staff from allegations of abuse.

Where possible the religious views and cultural values of families will be considered. All staff should be aware of the school's confidentiality policy, sensitive information will be shared only with those who need to know.

All pupils who require intimate care, parents will need to sign a parental agreement form and an intimate care plan will be generated (appendix 1). Each time a pupil is provided with intimate care a record will be made in the child's individual intimate care log (see appendix 2).

Additional Covid measures

Considering the current pandemic, we have sought additional guidance and all staff conducting intimate care will be wearing full PPE which consists of gloves, apron, and masks. It is advisable that a visor is to be worn also, but this is discretionary for the person conducting intimate care.

Physiotherapy/ Occupational Therapy

Students who require physiotherapy while in school should have a physiotherapy programme written by a qualified physiotherapist and can be carried out by a trained (by the qualified physiotherapist) or member of school staff.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes. Adults carrying out physiotherapy programmes with

the pupils should be employed by the school. Any concerns about the programmes should be reported to the physiotherapist immediately.

Barrier Creams

For students who require barrier creams such as Sudocrem, Bepanthen and Metanium, as part of their intimate care, parents will be required to sign a consent form which also stipulates how many times per day parents request their child to have this cream applied. These options can include each time the pupil is changed, every other time a pupil is changed or other (specified by parents). The school recognises these types are creams are not prescribed by the GP's and therefore this type of care is carried out in line of use of touch policy. If the school requires parents to request a letter from the GP to administer this cream, they will contact the parent directly.

Intimate Care Guidance

Please ensure that you adhere to the following guidelines when changing children:

- Always ensure that **TWO** members of staff are present.
- Always wear disposable gloves.
- Always wear a disposable apron.
- Always ensure the changing bed is clean before and after use, e.g., fresh piece of couch roll/disinfectant spray, etc.
- Always ensure that the curtain is closed to ensure the dignity of the child.
- Always ensure that wet pads are put in a bag and disposed of in the provided bin.
- Always ensure that soiled pads are double bagged and disposed of in the provided bin.
- Ensure that soiled clothes are also double bagged.
- Following changing a child encourage them to wash their hands as they would usually do so after going to the toilet.
- After every change complete the child's '**Intimate Care Log**'.
- Always ensure that you wash your hands thoroughly after changing.
- Always report stock shortages well in advance of a shortage.
- If you are concerned about the child in any way, please speak to one of our Designated Safeguarding Officers.
- **NEVER** take your mobile phone/iPod/iPad into the toilet with you - this breaches our **SAFEGUARDING/CHILD PROTECTION POLICY**.

Appendix One

	Styles
then changing	Name of Child:
	Date of Birth:
	Class/ Teacher Name:
	Care Required and how
ter use, e.g.,	
lignity of the	
used of in the	Member(s) of staff who will carry fully aware of toileting/intimate
disposed of	Name:
air hands as	Signature:
Log'	Where will the tasks be carried out will be required to safely
ter changing.	
rtage.	
: speak to one	Infection Control and Disp
st with you -	
TON	

Any School/Home agreement of care/management communication via Class Dojo (if required)

Other Professional involved in care/advisory role (e.g. Health Visitor, etc)


Additional Information:

I/We have read the Intimate Care/Toileting Policy of Leycroft Academy. I/We give permission for the use of staff to attend to the care needs of my/our child in accordance with the procedures provided in the agreement with the procedures provided in the

**Name of
Parent/Carer:**

Appendix Two

Styles

 **Leycroft**
Intimate (

I Nurse,

Pupil Name:

Date	Time	Type of our (toil Change Intimate care tas specify

led by member(s) are in