

Intimate Care Policy



Hampton Dene Primary School

Approved by:		Date:	
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Contents:

Aims	3
Definition.....	3
Legislation and statutory guidance	3
Role of parents	3
Role of staff	4
Intimate Care Plan	4
Procedures and approach to best practice.....	4
Providing intimate care to pupils of the opposite sex.....	5
Pupils with specific medical needs	5
Concerns about safeguarding	5
Links with other policies	6
Appendix 1 permission form	7
Appendix 2 Intimate Care Plan	8

Aims:

Hampton Dene school takes seriously its responsibility to safeguard and promote the welfare of the children and people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. The Governing body 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 policy aims to ensure that:

- Pupils at Hampton Dene have the right to be safe and be treated with dignity.
- The rights and wellbeing of pupils are safeguarded.
- Intimate care is carried out properly by staff, in line with any agreed plans.
- Pupils who require intimate care are not discriminated against, in line with the Equalities Act 2010.
- Parents are assured that staff are knowledgeable about intimate care and that the needs of pupils in their care are taken into account.
- Staff carrying out intimate care work do so within guidelines and workplace policies (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved. No pupil shall be attended to in a way that causes distresses, embarrassment or harm.

Definition:

Intimate care can be defined as any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. It also includes supervision of pupils involved in intimate self-care.

Intimate care can include but is not limited to:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual care
- First aid
- Supervision of a child involved in intimate self-care

Legislation and statutory guidance:

- This policy complies with [statutory safeguarding guidance](#).

Role of parents:

- For pupils who need routine intimate care (e.g. for toileting or toileting accidents), pupils whose needs are more complex or who need particular support, an intimate care plan will be created in discussion with parents.
- Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.
- If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the pupil is comfortable, and the school will inform parents afterwards.

- If toileting accidents occur in school – as they do for many children – parents should expect their child to be helped and made comfortable with care and respect irrespective of the presence of an Intimate Care Plan.

Role of staff:

- All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.
- If necessary, staff will receive manual handling training and training in the specific types of intimate care they undertake.
- All staff will receive regular safeguarding training.
- Staff will be familiar with hygiene and health and safety procedures (including those related to COVID-19) and the control measures set out in any risk assessments carried out by the school.
- Staff are also encouraged to seek further advice and support as needed.

Intimate Care Plan:

- Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.
- The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.
- Subject to their age and understanding, the preferences of the pupil will also be taken into account. It is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this can be noted in the plan. If there's doubt as to whether the pupil is able to make an informed choice, their parents will be consulted.
- The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.
- The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

Our procedures and approach to best practice:

- Staff who provide intimate care should speak to the pupil and explain what they are doing and communicate with all pupils in a way that reflects their ages.
- Staff are aware of the pupils in their care who have specific medical needs, are in pads/nappies or 'pull-ups' and those pupils who have occasional accidents.
- A changing area is provided with a changing station which may be used to lay young pupils down on if they need to be changed. Each pupil's bag/equipment is collected before changing so their nappies, pull ups and changing wipes are to hand. Our staff put on gloves and aprons before changing starts and the areas are prepared. New gloves are used each time a new pupil is changed.
- Every pupil'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. Wherever possible, the pupil's wishes and feelings should be sought and taken into account. Pupils will usually be supported by one adult unless there is a sound reason for having more adults present.
- Staff should always alert others that they are going to change or provide intimate care to a pupil.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Nappy creams/lotions should be labelled with the pupil's name and used only if prescribed for that child (by their parents) they must not be shared.

- Staff never turn their back on a pupil or leave them unattended whilst they are on the changing mat/bed.
- Staff ensure that pad/nappy changing is relaxed and a time to promote independence in pupils. We encourage pupils to take an interest in using the toilet. We encourage pupils to wash their hands and have soap and towels to hand.
- Pupils access the toilet when they have the need to and are encouraged to be independent.
- Disposable gloves are worn when changing pads/nappies. Pads/nappies are folded inward to cover faecal material and double wrapped in a nappy bag. Soiled pads/nappies are disposed of into the bin provided. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- Once the pupil has been changed and removed from the changing area, the surface is cleaned with an antibacterial detergent spray or wipe and left to dry.
- The religious views, 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.
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care to pupils/.

Providing intimate care to pupils of the opposite sex:

- There is a positive value in both male and female staff being involved with children.
- Ideally, every child should have the choice of care worker for all their intimate care.
- The individual child's safety, dignity and privacy are of paramount importance.
- Where possible, same sex staff should provide intimate care, particularly for post puberty young people. 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 where there is no male member of staff available.

Pupils with specific medical needs:

- When pupils have specific medical needs which will require ongoing intimate care, personal dignity will be promoted. Intimate care will be provided by familiar adults with whom the pupil has a trusting relationship. Pupils will be encouraged to manage their own intimate care needs whenever possible.
- Reasonable adjustments are made, including the provision of auxiliary aids and services for disabled children, to prevent them being put at a substantial disadvantage.
- Staff training will be provided in the specific types of intimate care they undertake.
- If necessary, manual handling training will be provided, that enables pupils to remain safe and to have as much participation as is possible.
- Advice and guidance will be sought from parents and carers and if appropriate from medical staff (such as Community Nurses).

Concerns about safeguarding:

- If a member of staff carrying out intimate care has concerns about physical changes in a pupil's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.
- If a pupil is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the designated safeguarding lead (DSL).
- If a pupil makes an allegation against a member of staff, the responsibility for intimate care of that pupil will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Links to other policies:

This intimate care policy should also be read in conjunction with the schools' policies as below;

- Safeguarding policy
- Staff code of conduct
- Whistle blowing policy
- Health & Safety policy
- Special Education Needs policy

Hampton Dene Primary School

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Hampton Dene Primary School

INTIMATE CARE PLAN

Parent / carers	
Name of child:	
Type of intimate care needed:	
How often care will be given:	
Where care will take place:	
What resources and equipment will be used, and who will provide them:	
How procedures will differ if taking place on a trip or outing:	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan:	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

