

**Academy Handbook: Policies and Procedures**

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| <b>Title</b>               | <b>Intimate Care Policy</b>  |
| <b>Associated Policies</b> | <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection</li> <li>• Special Educational Needs Policy</li> <li>• Academy staff code of conduct</li> <li>• Health and Safety Policy</li> <li>• Medicines in School Policy</li> </ul> |

**Reviewed:** September 2018

**Next Review:** September 2021

### 1.0 Policy Principles

- All children at Newton Road School have the right to be safe and to be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the curriculum.
- This policy sets out clear guidelines on supporting intimate care with specific reference to toileting.
- Staff who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one, and requires staff to be respectful of children's needs.
- Staff at Newton Road School are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.
- We recognise 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.
- Everyone involved in the intimate care of a child or young person must be sensitive to their needs and be aware that some intimate care tasks could be open to misinterpretation.
- No child's physical, mental or sensory impairment will have an adverse impact on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parent/carer due to incontinence
- Adjustments will be made for any child who has delayed continence
- This policy aims to manage risks associated with toileting and intimate care needs and ensure that employees do not work outside the remit of their responsibilities set out in this policy.

### 2.0 Definitions

Intimate nature, associated with bodily functions, body products and personal hygiene demand direct or indirect contact with or exposure of the genitals.

Intimate care includes toileting, cleaning and changing of continence pads

### 3.0 Aims

Children's dignity will be preserved with a high level of privacy, choice and control. Staff who provide intimate care to children have a high awareness of safeguarding and child protection. Staff behaviour is open to scrutiny and staff at Newton Road School work in partnership with parents and carers to provide continuity of care wherever possible.

All children who require intimate care are treated respectfully at all times.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account their developmental changes.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes. Wherever staff are involved in the intimate care of a child they will not be involved with the delivery of sex education to those children as an additional safeguard for all involved.

#### 4.0 Procedures:

- Staff involved in administering intimate care must be familiar with local guidelines (referenced at the beginning of this policy)
- All staff are regularly trained regarding child protection and health and safety (which may include manual handling), and are fully aware of infection control, including the need to wear protective clothing.
- A member of the trained staff (who is ideally familiar to the child/young person) will work alongside a new or more inexperienced colleague when they are introduced to the child and their toileting routines.
- The academy will ensure that an appropriate warm and comfortable area is available for changing and care to take place in safely. A risk assessment of the suitability of this area will be undertaken before it is used for intimate care, so that control measures can be put in place.
- There should be careful communication with each child who needs help with intimate care in line with their preferred means of communication to discuss the child's needs and preferences. The child should be made aware of each procedure that is carried out and the reason for it.
- Children will be supported to achieve independence as far as possible. Individual Toilet Management plans will be drawn up as appropriate and will address issues such as transfers, personal safety of child and carer, additional equipment needed. These plans will be regularly reviewed (at least termly) in accordance with the child's development and evolving needs.
- Each child's right to privacy will be respected. Each child will be cared for by one adult at a time unless there is a sound reason for having two adults eg when cleaning after soiling is invasive. If two adults are present to assist with intimate care they do not talk over the child or young person.
- Wherever possible the same child will not be cared for by the same adult on a regular basis, unless the needs of the child make that a preferred course of action. There will be no more than 5 adults who act as carer for an individual child. These will be nominated by the Senco and named on the individual care plan.
- Parents/carers will be required to sign a permission form allowing the school to provide necessary care as detailed in the Intimate Care Plan.
- Information regarding intimate care is treated as confidential and communicated in person, by telephone or email, or by sealed letter, not through a home school diary or by any other method which is not confidential.
- Advance consideration will be given to offsite or residential visits so that appropriate provision can be assured.

## 5.0 The Protection of the Child

- All staff will be aware of and trained in Child Protection Procedures. All procedures will be adhered to.
- Staff will inform a colleague when they are going to assist a child with intimate care.
- Cameras and mobile phones are never taken into the bathroom area.
- Wherever possible staff should care for a child of the same gender.
- In Early Years settings toilet training should be regarded as intimate care.
- Where appropriate children will be taught personal safety skills matched to their level of development and understanding.
- If a member of staff has any concerns about physical changes in a child's presentation (eg marks, bruises or soreness etc) they will immediately report their concerns to the Designated Safeguarding Lead, or in their absence a member of SLT. Any such marks etc will always be recorded on the Record of Care.
- If the child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Staffing schedules will be altered until the issue is resolved so that the child's needs remain paramount.
- If a child makes an allegation about a member of staff, all necessary procedures will be followed in line with the Academy Safeguarding and Child Protection Policy and Fellowship and Local Authority guidelines.

## 6.0 Partnership with Parents and Carers

- Staff will work in partnership with parents and carers to ensure that they can provide care appropriate to the needs of the individual child.
- Parents and carers will be involved in creating the Individual Care Plan, and they will sign this plan to give their permission for intimate care to be given.
- Parents and carers will supply all necessary consumables including spare nappies or pull-ups, wipes, creams and nappy sacks, spare clothes in case of accidents.
- The academy will supply disposable gloves and aprons and cleaning materials.

## 7.0 Dealing with body fluids

- Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in line with local arrangements,
- When dealing with body fluids, staff wear protective clothing (disposable gloves and aprons) and wash themselves thoroughly afterwards, using hot water and soap.
- Soiled children's clothing will be double bagged to go home – staff will not rinse it.
- Children will be kept away from the affected areas until the incident has been completely dealt with.
- All staff maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

## Intimate Care Plan

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|--|---|
| <b>Name of child:</b>  | <b>Date of birth:</b>   |
| <b>Nature of intimate care needed:</b>   | <b>Staff to undertake intimate care wherever possible:</b>      |
| <b>Intimate care to be carried out in:</b><br>(room in school to be used)  | <b>Equipment/resources needed:</b> (to be provided by school)   |
| <b>Steps to be taken to encourage independence of care:</b>  | <b>Consumables needed:</b> (to be provided by parent/carer)     |
| <b>Plan designed and discussed with parent carer:</b><br><br><b>Signed: (Senco)</b><br><br><b>Signed (Parent)</b><br><br><b>Date</b> | <b>Plan commences on:</b><br><br><b>Plan to be reviewed on:</b> |



## Parental Permission Intimate Care

**Name of Child:**

**Date of Birth:**

- I give permission for my child, ..... to receive intimate care as described in his/her Intimate Care Plan, as required
- I understand that staff will deliver this care in a voluntary basis, and that they will treat my child with dignity and respect
- The academy will ensure that all staff who provide intimate care for my child have received appropriate safeguarding training and support
- All staff will support my child to develop independence appropriate to his needs
- I have discussed my child's Intimate Care Plan with a member of School staff and understand that I must provide consumables as listed in the plan. I will also provide spare clothes in case of accidents
- I am aware that the School will keep clear records of every time that Intimate Care is delivered and this record will be available for me to view at all times

