

Academy Policy

Intimate Care Policy

CEO approval:	Sean Kelly	
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1. Introduction

1.1 This policy aims to ensure that:

- a) Intimate care is carried out properly by staff, in line with any agreed plans
- b) The dignity, rights and wellbeing of children are safeguarded
- c) Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- d) Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- e) Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved
Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and Statutory Guidance

2.1 This policy is in line with safeguarding statutory guidance.

3. Roles of Parents and Carers

3.1 Seeking parent or carers permission

- a) For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form. For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below). 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/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an Intimate Care Plan

- a) Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals. The school will work with parents/carers 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 child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers 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. See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing Information

- a) The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

3.4 Intimate Care for Nursery Children

- a) We encourage toilet-training prior to admission, as part of children's readiness for Nursery
- b) Intimate care (changing) is not carried out as routine for Nursery children
- c) Parents should meet with the Nursery Manager to outline their child's needs if they feel they are not yet fully toilet-trained

4. Role of Staff

4.1 Which staff will be responsible

- a) Any roles who may carry out intimate care will have this set out and consent agreed. This includes teaching and non-teaching staff. No other staff members can be required to provide intimate care. 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.

4.2 How staff will be trained

- a) Staff will receive:
 - i. Training in the specific types of intimate care they undertake
 - ii. Regular safeguarding training
 - iii. If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible
- b) They will be familiar with:
 - i. The control measures set out in risk assessments carried out by the school
 - ii. Hygiene and health and safety procedures They will also be encouraged to seek further advice as needed.

5. Intimate Care Procedures

5.1 How procedures will happen

- a) Wherever appropriate 2 staff members will present. These staff will be named on any intimate care plan that is in place. This is to support the dignity of the child and protect staff from allegations.
- b) In some cases, it may have been agreed during the setup of the intimate care plan, that one staff member carry out the care. This will be consented by the parents for reason stated and agreed with the Principal and staff member involved.
- c) Both female and male staff may be asked to carry out intimate care on children of the opposite sex. This will be agreed at the point of the plan being put in place.
- d) Procedures will be carried out in designated disabled toilets and changing areas for EYFS.

- e) When carrying out procedures, the school will provide staff with:
- i. Safe areas for care to be carried out
 - ii. Protective aprons and gloves
 - iii. Disposal bins
 - iv. Appropriate items for cleaning for before and after care
 - v. Soap, toilet paper and paper towels
 - vi. Equipment such as adapted toilet seats and steps
 - vii. Access to spare clothing if the child does not have any
 - viii. For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.
 - ix. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

6. Concerns about safeguarding

- 6.1 If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.
- 6.2 If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Principal or a Senior Deputy Head Principal.
- 6.3 If a child makes an allegation against a member of staff, the responsibility for intimate care of that child 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.

7. Monitoring arrangements

- 7.1 This policy will be reviewed by a member of the safeguarding team. At every review, the policy will be approved by the governing board and the Principal.

8. Links with other Policies

- 8.1 This policy links to the following policies and procedures:
- a) Safeguarding and Child Protection.
 - b) Health and safety
 - c) SEND Policy and Information Report
 - d) Supporting pupils with medical conditions

Appendix 1 - Example of an intimate care plan.

Name:

Class:

Date:



Aim –

photo

Information

In school routine

School trips

Review Date –