

Intimate Care Policy



Hethersett Woodside Primary & Nursery
School

Approved	Headteacher	Louise Mainwaring	
	Chair of Governors	Diane Perry-Yates	
Date	Autumn 2024	Review	Autumn 2025

1.Introduction

Hethersett Woodside Primary and Nursery School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

2. Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. Principles of intimate care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has the right to be safe, to personal privacy and to be valued as an individual

- Every child has the right to be treated with dignity and respect whilst having the right to be involved and consulted in their own intimate care to the best of their abilities
- All children have 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 appropriate and as consistent as possible
- Children with continence difficulties must not be discriminated against in line with the Equalities Act 2010. Continence issues must be treated sensitively so as to maintain the self-esteem of the child.
- Staff providing intimate care must work within guidelines that protect themselves and the pupils involved, in line with Health and Safety Policy and Safeguarding Policy.

All staff working with children are subject to the appropriate Disclosure and Barring Checks. This includes student teachers on work placement and volunteers. All staff must be familiar with, and understand the intimate care policy.

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4. Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned
- Staff who provide intimate care are trained to do so (including Safeguarding, and Moving and Handling where appropriate) and fully aware of best practice
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist

- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation
- Individual care plans will be drawn up for any pupil requiring regular intimate care using the Intimate Care - Teacher/Parent form (Annex B), advice and templates taken from Norfolk County Council. Intimate care arrangements must be agreed between the school and parents/carers and, if appropriate, by the child. This will be recorded in the Intimate Care Permission Form and Plan (Annex A).
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- When intimate care takes place, this will be recorded on the Intimate Care Record sheet and stored within school on CPOMS (Annex C)
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then

parents/carers will be informed the same day. This information should be treated as confidential.

5. Child Protection

The Governors and staff of Hethersett Woodside Primary and Nursery School recognise that disabled children are particularly vulnerable to all forms of abuse.

Safeguarding procedures will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) or observes unusual emotional or behavioural responses to the intimate care, they will immediately report concerns on CPOMS or speak to a Designated Safeguarding Lead directly.

If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, staff will reassure the child, ensure their safety and immediately report concerns on CPOMS or speak to a Designated Safeguarding Lead directly. If appropriate, further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

6. Health and Safety

When dealing with intimate care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear personal protective equipment (PPE) while personal care is happening
- Soiled clothes are to be put in a sealed plastic bag and sent home. Nappies and continence products (wipes, tissues, nappies etc.) to be disposed of using the allocated nappy bins in school.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed

- Paper towels or hand dryers available for drying hands

7. Swimming and Off Site Visits

Pupils who regularly participate in swimming lessons who receive intimate care support will be given privacy when changing; however some pupils will need to be supervised during changing. Parental consent will be obtained if children will need this level of support. Details of any additional support needed will be detailed in the child's intimate care form.

Before any off site visits, the pupil's Intimate Care Plan will be amended to include procedures for intimate care when off site. Risk assessments will also detail the available provision and care plan for that child.

Annex A

Intimate Care - Permission Form
Pupil's Name:
Date of Birth:
Parent/Carer Name:

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature

Name:

Relationship to child:

Date: / /

Individual Intimate Care Plan

Pupil's name:	Class
Date:	Review date:
Type(s) of need	
Equipment required	
Location of facilities	
Support required	Frequency of support

Working towards independence target

Pupil will try to	Supportive adult will	Parents will	Target achieved date

(Add new targets under this)

Signed Date (parent/carer)
 Signed Date (Teacher)
 Signed Date (Child)

Annex B

Intimate Care - Teacher/Parent Form	
Pupil's Name:	
Date of Birth:	
Date of Meeting:	
Persons Present:	
	Details & Action
Background information	
Working towards independence, e.g. taking pupil to toilet at timed intervals, rewards	
Arrangements for nappy changing, e.g. who, where, privacy	
Level of assistance needed, e.g. undressing, hand washing, dressing	
Moving and handling needs, e.g. equipment, training needs, hoisting equipment	
Infection control, e.g. wearing gloves, nappy disposal	Share information with parents. School provided resources: <ul style="list-style-type: none"> ● Antiseptic cleanser ● Cloths/paper towels ● Soap ● Disposable gloves/aprons ● Disposal sacks

	<ul style="list-style-type: none"> ● Bowl/bucket ● Milton/sterilising fluid 	
Sharing information, e.g. nappy rash, infection, family/cultural customs	Information shared via tapestry	
Resources needed, e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves	School provides: <ul style="list-style-type: none"> ● Changing table ● Step ● Small toilet seat ● Disabled toilet ● Grab rails 	Home provides: <ul style="list-style-type: none"> ● Nappies/pads ● Catheters ● Wipes ● Spare clothes
Other information		

Annex C

Intimate Care - Record Sheet
Pupil Name:
Names of staff involved:

Date	Time	Procedure	Signature(s)	Comments