



# Intimate Care Policy

## The Woodlands

Approved by:	L Candler A Marshall	Date: Sept 25
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### 1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- 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

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

### **3. Role of parents/carers**

#### **3.1 Seeking parental permission**

During the Woodlands admission meeting, all information and Care Plans must be discussed and signed before a pupil can commence a placement. This will ensure staff have the adequate training and that The Woodlands have adequate facilities to meet need

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 child is comfortable, and the school will inform parents afterwards.

#### **3.2 Creating an 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 child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed once 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.

A new student identified at admission with a condition of bed wetting or soiling that only happens during the night will be supported, if needed, with school staff. Appropriate referrals to other services will be made.

#### **3.3 Sharing information**

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.

## 4. Role of staff

**The Base Managers and key staff at each base will be responsible for pupils with intimate care. A Care Plan will also be produced for these pupils**

### 4.2 How staff will be trained

Staff will receive:

Training in the specific types of intimate care they undertake

Regular safeguarding training

If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

The control measures set out in risk assessments carried out by the school

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 child needs to be cleaned and changed as soon as possible, facilities; toiletries and a change of clothes are made available to the child. If the child is able to manage the task independently this is an option available and preferred under guidance.

If the child needs some basic assistance (possibly because of a younger age or ability), relevant staff can aid in a discrete and professional manner with minimal upset or disturbance to the child or peers.

If a child refuses to help themselves or accept help from staff, using the incident as a possible tactic of behaviour, staff will inform the child of the need for personal care to be

undertaken and try to undertake the task as dignified as possible, to aid the child's personal care and well-being.

- DCC will be informed this action has taken place
- Parents/Carers will be informed this action has taken place
- School Nurse to be informed this action has taken place if follow up needed to child's parents about further medical issues
- A written report of the incident to be completed afterwards ASAP
- The pupil to have the opportunity if needed to have a quiet time to enable them to manage the rest of the day (different staff to undertake this)
- Initial staff to have the opportunity and facilities available for them to continue working the rest of the day (Shower/Clean-up if necessary)

If such an incident occurs, staff should respond calmly, quickly and as discretely as possible, ensuring two staff are in view of each other if a hands on approach is needed. Staff should explain the need for their actions in a calm, professional manner.

Whenever possible if a staff member is undertaking intimate care, this should be undertaken within earshot and awareness of another staff member.

When carrying out procedures, the school will provide staff with PPE.

For pupils needing routine intimate care, the school expects parents 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.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day depending on condition.

## **5.2 Concerns about safeguarding**

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.

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 base managers and/or DSL

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.

## 6. Monitoring arrangements

This policy will be reviewed by the DSL annually. At every review, the policy will be approved by the management committee

## 7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding Policy
- Health and Safety Policy
- SEND Policy
- Supporting pupils with medical conditions Policy

### Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff 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	

CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

## Appendix 2: template parent/carer consent form

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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>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).</p> <p>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.</p>	<input type="checkbox"/>

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	