

Stanley Primary School

Intimate Care Policy

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| Version Number | 1.0 | |
| Scope of Document | Providing intimate care to pupils | |
| Objective | To give guidance on the provision of intimate care to pupils within the school | |
| Document Status | Final | |
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Introduction:

Stanley Primary 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 Disability Discrimination Act, 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.

This policy is to be read in conjunction with the following policies:

Child Protection/Safeguarding Policy
Positive handling
Anti- Bullying
Behaviour
Health and Safety
Admission

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.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care follow the school guidelines (see Appendix 1).
- 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.

- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Each child's right to privacy will be respected
- Wherever possible the child will be cared for by an adult of the same sex. However, this principle may have to be waived where the failure to provide appropriate care would result in negligence, for example female staff supporting boys in our school as no male staff are available
- Individual care plans will be drawn up for any pupil requiring **regular** intimate care
- Care should not be carried out by a member of staff working alone with a child.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- 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 and communicated in person, via telephone or by sealed letter (not via the home school diary)

Child Protection:

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

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher.

Report and record any unusual emotional or behavioural response by the child.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. 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.

Appendix 1 – School Guidelines

Changing nappies

It is hoped that your child will be toilet trained before admission. However, if there is a medical reason for toilet issues, a care plan will be put in place. Changing nappies counts as a reasonable adjustment for pupils who are not yet toilet trained, under the [Equality Act 2010](#).

Wet

- Take child to toilets.
- Give him/her clean clothes and a carrier bag.
- Child to sort themselves in a cubicle on their own. Staff stand close by and, if the child requires further help, calls another member of staff to be present.

Soiled

- Call for another member of staff so that you can ascertain how bad the mess is.
- If possible, the child should sort themselves out, same as wet procedure. If necessary, talk through wiping bottom from outside the cubicle.
- If the child is heavily soiled, ask the office to phone parents to ask if they would like to come in and change the child or if they give permission for us to change and clean the child. If parents cannot be contacted, the child should be changed.
- Two members of staff must be present, although only one is responsible for cleaning the child up accordingly.
- Sometimes a shower may be needed. One member of staff to put on gloves and clean the child with a shower hose to remove excess soiling. Only essential contact should be used. The other member of staff assists from a distance, passing clean clothes etc.