

## Church Lawton School

### Intimate Care Policy

Review:	July 2016
Reviewed	July 2017
Reviewed	July 2018
Reviewed	July 2021
Reviewed	October 2021
<b>Next review date:</b>	<b>October 2024</b>

## 1. Introduction

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Keeping Children Safe in Education Sept 2021' to safeguard and promote the welfare of pupils at Church Lawton School.

- 1.1 Church Lawton School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.
- 1.2 The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.
- 1.3 This Intimate Care Policy should be read in conjunction with the schools' policies as below (or similarly named):
  - Safeguarding Policy and Child Protection Procedures
  - Staff Code of Conduct and Guidance on Safer Working Practice
  - Whistle-blowing and Allegations Management Policies
  - Health and Safety Policy and Procedures
  - Special Educational Needs Policy
- 1.4 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.
- 1.5 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be



a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

- 1.6 Church Lawton School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Church Lawton School recognises 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.

## 2. Best Practice

- 2.1 The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist/ occupational therapist as required.
- 2.3 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. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.
- 2.4 The child will be supported to achieve the highest level of autonomy that

is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

- 2.5 Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.
- 2.6 Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.
- 2.7 Wherever possible staff should only care intimately for an individual of the same gender. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.
- 2.8 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's 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.

### **3. Children wearing Nappies / Pads**

- 3.1 Schools may have concerns regarding Child Protection issues when they are asked by parents to admit a child who is still wearing nappies. Child protection need not present an issue. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.
- 3.2 We will use a note book to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task. Examples of such good practice provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

### **4. Equipment Provision**

- 4.1 Parents have a role to play when their child is still wearing nappies and they are responsible for providing equipment when children require changing. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

### **5. Health and Safety**

- 5.1 Some schools are concerned about health and safety issues when staff are changing children or dealing with a child who has had an accident and is bleeding.

- 5.2 Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety Policy

## **6. First Aid and Intimate Care**

- 6.1 Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.
- 6.2 Regular requirements of an intimate nature should be planned for. Agreements between the school/organisation, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed, (see Intimate Care Model Policy and Guidance.

## **INTIMATE CARE POLICY PARENTAL AGREEMENT FORM**

1. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.
2. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
3. Church Lawton School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Church Lawton School recognises 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.
4. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
5. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
6. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be



catered for by one adult unless there is a sound reason for having more adults present.

7. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
8. Wherever possible staff should only care intimately for an individual of the same gender. Key workers will be responsible for intimate care of pupil.
9. Church Lawton School has introduced an intimate care record form to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task.
10. Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.
11. Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste.
12. Staff who administer first aid should ensure, wherever possible, that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

### Intimate Care Policy Parental Agreement Form

<b>Intimate Care – Permission Form</b>	
<b>Child's Full Name:</b>	
<b>Date of Birth:</b>	<b>Parent/Carer name:</b>
<b>Address:</b>	

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

**Yes**     **No**     Please ✓ as appropriate

I 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)

**Yes**     **No**     Please ✓ as appropriate

If you have any questions, please provide details here:

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Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Parent/Carer Print Name \_\_\_\_\_ Date \_\_\_\_\_

***This must be the person with parental responsibility***

<b>EXAMPLE INTIMATE CARE RECORD FORM</b>						
<b>Name</b> .....				<b>Class</b> .....		
Key Details: Nappy Changing – NC Location: EY toilets – EY				Toileting Support - TS Primary – Disabled toilet - DT		
Dates & Details Time	Details	Location	No of Adults	LM Initials	LM Initials	Comments