



STGPS, Camberwell

Intimate Care Policy

September 2022

Review September 2024

INTIMATE CARE POLICY

This policy should be read alongside the following documents:

Child Protection Policy, Health and Safety Policy, Special Educational Needs Policy and School information report, Accessibility Policy, Positive Handling and Physical Intervention, Data Protection, and Dealing with Allegations Against Staff.

St George's C E Primary 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. St George's 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.

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, including their dignity, is of paramount importance.

This policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Definition of Intimate Care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.

In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Aims

The aims of this document and associated guidance are;

- To provide guidance and reassurance to staff
- To safeguard the dignity, rights and well-being of children
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

Working with Parents

Partnership with parents is necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious/cultural sensitivities. Prior permission must be obtained from parents before Intimate care procedures are carried out.

Parents will be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with SEN IEP's; Education Health Care plans (EHCPs) and any other plans that identify the support of intimate care.

Exchanging information with parents is essential through personal contact, telephone or correspondence. This information will be recorded in a pupil's pastoral file, however information concerning intimate care procedures will not be recorded in home/school books as it may contain confidential information that could be accessed by people other than the parent and staff member.

Care Plan

Where a routine procedure is required an intimate care plan will be agreed in discussion with the child, school staff, parents and relevant health personnel. The plan will be signed by all who contribute and reviewed on an agreed basis.

In developing the plan the following will be considered;

a) Whole School implications

- The importance of working towards independence
- Arrangements for events outside the normal school day e.g. sports day, school performances, school trips, swimming, etc.
- Who will substitute in the absence of the appointed person.
- Strategies for dealing with pressure from peers .e.g. teasing/bullying particularly if the child has an odour

b) Classroom management

- A system for the child to leave class without disruption to the lesson
- Avoidance of missing the same lesson all year due to medical routines
- Awareness of a child's discomfort which may affect learning
- Implications for PE e.g. discreet clothing, additional time for changing

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 will be clearly documented.

Wherever possible a child will not be cared for by the same adult at all times; intimate care will be shared by two workers 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.

Wherever possible staff should only provide intimate care for an individual of the same sex. 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, as no male staff are available.

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.

All plans will be clearly recorded to ensure clarity of expectation, roles and responsibilities. They will reflect all methods of communication including emergency procedures between home, school and the medical service.

A procedure will also be included to explain how concerns arising from the intimate care process will be dealt with.

Links with other agencies

Positive links with other agencies will enable school based plans to take account of the knowledge, skills and expertise of other professionals and will ensure the child's well-being and development remains paramount.

Recruitment

- Recruitment and selection of candidates for posts involving intimate care will be made following the usual DBS checks, equal opportunities and employment rights legislation as per Recruitment Policy.
- Candidates will be made fully aware of what will be required and detailed in their job description before accepting the post.

- Enquires will be made into any restrictions the candidates may have which will impede their ability to carry out the tasks involved. This will enable us to identify and provide necessary support and adjustments that are practical.
- Trained staff should be available to substitute and undertake specific intimate care tasks in the absence of the appointed person.
- Intimate care will only be provided by those who have specifically indicated a willingness to do so, either as part of their agreed job description or other arrangements.

Staff Development

- Staff will have training annually to remind them what to do if they have concerns about a child and to develop an understanding of the signs and indicators of abuse and know the procedures of how to respond to a child who may disclose abuse.
- Staff will be trained in the specific types of intimate care that they carry out and fully understand the intimate care policy and guidelines within the context of their work.

Environmental

When children need intimate care facilities, reasonable adjustments will be made, however we do not have any specialist equipment.

We will provide:

- Facilities with hot & cold running water.
- Protective clothing including disposable protective gloves.
- Wet wipes.
- Labelled bins for the disposal of wet & soiled nappies/pads (soiled items being 'double bagged' before being placed in bin).
- Waste for incineration (e.g. needles, catheters etc) .
- Supplies of suitable cleaning materials; anti-bacterial spray, sterilizing fluid and deodorizers .

Supplies of appropriate clean clothing and disposal bags to be provided by parent/carer.

Safeguarding

The following are factors that can increase a child's vulnerability;

- Children who need help with intimate care are statistically more vulnerable to exploitation and abuse.
- Children with disabilities may have less control over their lives than others which could increase their vulnerability.
- Children do not always receive sex and relationship education and may therefore be less able to recognise abuse.
- Children may experience multiple carers.
- Children may not be able to distinguish between intimate care and abuse.
- Children may not be able to communicate.
- Children will be encouraged to recognise and challenge inappropriate assistance and behaviour.
- All staff are familiar with the school's Child Protection Policy and procedures.

Allegations of Abuse

Staff working in intimate situations with children can feel particularly vulnerable. The School policy can help to reassure both staff involved and the parents of vulnerable children.

Where there is an allegation of abuse, the School's Dealing with Allegations Against Staff procedures, based on the statutory guidelines taken from 'Working Together to keep Children Safe in Education' will be followed.

Monitoring and Review

This policy will be reviewed every two years.

Monitoring procedures are the responsibility of the Inclusion Manager and Governing Body – Children, Families and Community Committee.

Permission for School to Provide Intimate Care

Child's First Name	
Child's Last Name	
Gender	
Date of Birth	
Parent/ Carers Name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to child.....

Date.....

Intimate Care Plan

Child's name

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Class

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Date of birth

/	/
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Medical diagnosis or condition

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Date

/	/
---	---

Review date

/	/
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Family Contact Information

Name

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Phone no. (work)

--

(home)

--

(mobile)

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Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

--

Phone no.

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Describe daily intimate care needs and give details of child's symptoms

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Requirements at times other than the normal school day

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Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Named person(s) for intimate care and alternative in case of staff absence

Who is responsible in an emergency? Who should be contacted

Form copied to

Those involved in plan:

Child _____

Parent _____

DHT _____

Teaching assistants _____

Other _____

Date _____