Intimate Care Policy

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1. Aim:

- 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. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam). This type of procedure should also be accompanied by an individual health plan.

- 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 may be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

- The Forest Skies Federation 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. We recognise 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. Approach:

- 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.

- Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training as needed for specific pupils with EHCPs / disabilities) and are fully aware of best practice.

- Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist / occupational therapist as required.

- 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. Exceptions may be made for pupils with learning disabilities with parental consent/agreement.

- 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 (APPENDICES 1-4).

- Each child's right to privacy will be respected. When a child is in need of intimate care, two adults should be present. One to carry out the necessary care and one to support and safeguard the adult and child. The carers will generally be the same people who are involved with the care and have had the suitable training but there should be several people who are capable of supporting the child and are aware of their needs.

- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan (APPENDIX 1). 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. The Protection of Children:

- The Forest Skies Federation Child Protection and Safeguarding Procedures will be adhered to.

- 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, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/designated person for child protection.

- If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding/Child Protection Policies for details).

- Whilst the children and young people will vary in terms of age, gender, background, ethnicity, religious beliefs, level of dependency and communication skills, they have the right to be treated with sensitivity and respect, so that their experience of intimate care is a positive one.

- Given the right approach, intimate care can provide opportunities to assist/support the independence and ability for children/young people to understand their own bodies, to develop supportive techniques and encourage confidence and self-esteem.

- Wherever children/young people can learn to assist in carrying out aspects of intimate care, they should be encouraged to do so. This practice supports the life skills and promotes the development of personal and social independence.

- By providing intimate care, staff are placed in a position of great trust and responsibility. They are required to attend to the dignity and respect of the child and young person and to be aware of their responsibilities towards health and safety concerns.

- Activities related to intimate care can occupy regular periods of time. They should be positive, not distressing, experiences for the child and young person.

- Wherever possible, staff should work with children and young people of the same gender as themselves in providing intimate care. They should be mindful of and respect the personal dignity of the children and young people at all times. The **religious** views and **cultura**l values of families should also be taken into account. Accordingly, before the children and young people commence attending school, it is vital that the parents, and child are met with, to discuss the daily routines of the school and identified person most likely to be involved in delivering aspects of intimate care.

- Where a child has a sensory impairment, (impairment of vision, hearing or both), advice should always be sought from professionals working in this field in order to ensure that the impact of their sensory impairment is taken into account when meeting their intimate care needs.

4. The Protection of Staff:

- Intimate care can be provided only by those who have clear roles and responsibilities **outlined in their job description and have been trained to a level of competency to carry out** specific procedures.

- If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding/Child Protection Policies for details).

- It is envisaged that all services will receive intimate care training; this enables the parent and child and young person to choose who supports this role where possible. This training will be monitored and support given to all staff delivering intimate care.

5. Confidentiality and information sharing:

- Confidentiality is an important issue. All staff must adhere to The Forest Skies Federation Child Protection and Safeguarding Children Policy, and have a confidentiality section that is shared with all staff, parents and, wherever possible, children and young people. Sensitive information about a child and young person should be shared only with those on a need to know basis. This should include any adult that is directly involved with the child. Any concerns about a child's well-being or safety are paramount. The Forest Skies Federation has clear Safeguarding guidelines and these must be followed at all times.

- Information concerning intimate care procedures **should not** be recorded in a home school diary or on paper, as it is not a confidential document and could be accessed by people other than the parent/carer and member of staff. Internal records will be held by the school on CPOMS. It is recommended that communication relating to intimate care should be made through one of the following:

    - Sealed letter
    - Personal contact – face to face at home or at school
    - Telephone call – between member of staff and parent/carer

N.B Consideration should be given to the way that information is passed on either verbally or in written form. Use of interpreters should be considered and respect for cultural / religious views taken into account.

- Parents and staff should be aware that matters concerning intimate care will be supported with confidentially and sensitively and that the child or young person's right to privacy and dignity is maintained at all times.

- When compiling information, staff should be accurate in what they record with regard to intimate care. If appropriate, an intimate care plan will be put together with the child or young person, parent and identified adult, this should be agreed by all parties. It would be more appropriate to discuss the matter in greater detail at a meeting when the parents/carers and any relevant professionals are there to offer advice.

- **However, where there are good reasons to suspect that a child/young person may be at risk of abuse, action MUST be taken to protect the child.** Such action may involve disclosure

of observations or suspicions to appropriate people or agencies. The Forest Skies Federation Child Protection and Safeguarding Procedures should be followed.

6. Positive approaches to intimate care:

The following assist in promoting positive attitudes to intimate care which ensures a safe and comfortable experience for the child and young person;

- Get to know the child and young person beforehand in other contexts to gain an appreciation of his/her feelings and emotions and verbal and non-verbal communication, use of language and different methods of communication and physical and medical requirements.

- Have a knowledge and understanding of any religious and/or cultural sensitivities related to aspects of intimate care related to this individual child and young person, and take full account of these.

- Speak to the child and young person personally by name making sure that the correct pronunciation of the name is used at all times so that he/she is aware of being the focus of the activity.

- Give explanations of what is happening in a straightforward and reassuring way and support and encourage the independence of the child and young person.

- Enable the child or young person to be prepared for and to anticipate events while demonstrating respect for his/her body e.g. by giving a visual clue, such as, showing a sponge or pad to signal intention to wash or change.

- When washing, always use a wet wipe or disposable towel. Where possible encourage the child and young person to attempt to wash private parts of the body him/herself.

- Provide facilities, which afford privacy and modesty e.g., separate toileting and changing bed with facilities for bathing/changing children and young people individually.

- Respect a child's or young person's preference for a particular care and sequence of care.

- Use intimate care plan to keep records, also note responses to intimate care and any changes in behaviour. Adhere to confidentiality procedures.

- Agree appropriate terminology for private parts of the body and functions to be used by staff and encourage children and young people to use these as appropriate.

7. Practical considerations:

Practical considerations to ensure the health and safety of staff and children and young people during intimate care procedures;

- Staff should receive training in good working practices, which comply with health and safety regulations such as the wearing of rubber gloves for certain procedures and methods for dealing with body fluid spillage and manual handling.

- There should be toileting facilities with wheelchair access, hand washing and sufficient space, heating and ventilation to ensure the security and comfort.

- Sometimes more than one member of staff should be available if a child or young person requires a hoist or is difficult to move or support. Refer to individual care plans and seek training and advice on Moving and Handling.

- Items of protective clothing, such as gloves and disposable aprons, should be provided and readily accessible.

- Sanitary bins should be provided for the disposal of wet or soiled pads.

- Supplies of suitable cleaning materials should be provided for cleaning and disinfecting changing surfaces.

- Supplies of fresh clothes should be easily to hand so that the child/young person is not left unattended whilst they are found.

8. Parental rights and responsibilities

- Ultimately it is parents/guardians, as the child and young person's main carers who have responsibility for his/her health. They should give relevant information to the identified person about their child's or young person's specific requirements, along with any medication instructions.

- Cultural and religious sensitivities should be taken into account in relation to aspects of intimate care. These should be discussed with parents, and wherever possible, with the child and young person and recorded on the intimate care plan. All staff involved in delivering intimate care should be made aware of these requirements, relating to individual children and young people and taken into full account in practices.

- Sharing information between home and the school is important to secure a consistent approach. Consent of parents and children or young people, (If able to give such consent), is needed before any information regarding their child's or young person's health/ medical condition is passed on to other agencies.

9. Changing Facilities:

- Children who have long-term incontinence will require specially adapted facilities. The dignity and privacy of the child should be of paramount concern.

- Consideration is given to the sighting of this area from a health and safety aspect. The area should not be situated in a thoroughfare, as a changing mat may have to be used on the floor

when a child is being changed. This method of changing a child is recommended, as it avoids having to lift a child and cause possible back injury (see APPENDICES 1-3).

10. Toileting:

- If a child has soiled themselves, it is essential that Federation staff protect the child (and themselves) by:
    1. Phoning the parent/carer for permission to clean/change the child. If the parent/carer refuses, they must come to the Federation straight away to manage the situation;
    2. Two adults are involved in the process if the parent/carer gives permission (one to clean and the other to stand by the door to manage privacy);
    3. Depending on the age of the child – the child should have autonomy at all times;
    4. The situation must be dealt with in a toilet.

- In the case of supporting a child who requires regular toileting, The Forest Skies Federation has a Toilet Management Plan which is completed prior to support taking place (APPENDICES 1-3). If the toilet management plan has been agreed and signed by parents and staff, it is acceptable for two members of staff to assist a child unless there is an implication for safe moving and handling of the child.

11. Equipment Provision:

- 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 parent should be made aware of this responsibility.

- The Federation is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes, and liners to dispose of any waste.

12. Health and Safety:

- Staff should wear a plastic 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 liner) which is specifically designated for the disposal of such waste. Staff should be made aware of the Federation's Health and Safety Policy.

13. Special Needs:

- Children with special needs have the same rights to safety and privacy when receiving intimate care.
- Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and plans for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the Federation should be easily understood and recorded (APPENDICES 1-3).

- Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child.

This policy is to be read in conjunction with The Federation Safeguarding Policies (see cover sheet for list of policies).

Appendix 1: Intimate Care Plan

Intimate Care Plan The Forest Skies Federation	
Child's Name:	
Date of Birth:	
Name of Staff Involved:	
Area of Need:	
Equipment Required:	
Location of Suitable Facilities:	
Frequency of Support:	
Working towards Independence **The child will try to:** **Staff assisting will support by:**	
Date of plan: **Review date:**	
Child (where appropriate)	**Date:**
Parents/Carer:	**Date:**
Staff involved:	**Date:**
SENCo:	**Date:**

Appendix 2: Toilet Management Plan

Toilet Management Plan **The Forest Skies Federation**	
Child's Name:	
Date of Birth:	
Name of Staff Involved:	
As the person helping you in the toilet you can expect me to do the following: • I will stop what I am doing to help you in the toilet as soon as you ask me; • I will avoid all unnecessary delays; • When you use our emergency agreed signal, I will stop what I am doing and come and help; • I will treat you with respect and ensure privacy and dignity at all times; • I will ask permission before touching you or your clothing; • I will check that you are as comfortable as possible, both physically and emotionally; • I will ensure that we talk in a way that does not embarrass you; • I will look and listen carefully if there is something you would like to change about your Toilet Plan.	
As the child who needs help in the toilet you can expect me to do the following: • I will try, whenever possible to let you know a few minutes in advance, that I need to go to the toilet, so that you can come and help me; • I will try to use the toilet at break time or at the agreed times; • I will only use the agreed emergency signal for real emergencies; • I will tell you if I want you to stay in the room or stay with me in the toilet; • I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed; • I will work with you to practice the things I need to do to become more independent in using the toilet.	
Working towards Independence **The child will try to:** **Staff assisting will support by:**	
Date of plan: **Review date:**	
Child (where appropriate)	**Date:**
Parents/Carer:	**Date:**
Staff involved:	**Date:**
SENCo:	**Date:**

Appendix 3: Parental Permission for Federation Staff to Provide Intimate Care

Parental Permission for Federation Staff to Provide Intimate Care The Forest Skies Federation	
Child's Name:	
Date of Birth:	
Name of Staff Involved:	
Parental Permission for The Forest Skies Federation Staff to Provide Intimate Care I understand that: • I give permission to The Forest Skies Federation to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting; • I will advise the head teacher of any medical reason my child may have which affects issues of intimate care; • I understand that the intimate care provided for my child at The Forest Skies Federation will be given by familiar members of staff. • I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection and Safeguarding.	
Date of plan: **Review date:**	
Child (where appropriate)	**Date:**
Parents/Carer:	**Date:**
Staff involved:	**Date:**
SENCo:	**Date:**

Appendix 4: Intimate Care Record

Intimate Care Record The Forest Skies Federation			
Date	**Time**	**Changing need**	**Signed**