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INTIMATE CARE POLICY

MISSION STATEMENT / ETHOS

Achieving Success through Understanding, Respect and Endeavour

Document Status

Approval responsibility Either Full Governing Body, Sub-Committee (please state which) or Headteacher		<i>Executive Headteacher</i>	
Signed:	<i>Rachel Hargreaves</i>		
Date of Policy Approval	January 31st 2023	Date of next Policy Review	<i>January 31st 2024</i>
Date Policy uploaded onto Sharepoint			

Contents

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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- › Families are assured that staff are knowledgeable about intimate care and that the needs of their children are considered
- › 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 which 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](#).

- Every pupil has the right to be safe
- Every pupil has the right to personal privacy
- Every pupil has the right to be valued as an individual
- Every pupil has the right to be treated with dignity and respect

3. Role of families

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), families will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with families (see section 3.2 below).

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 families 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 families afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, families, the child (when possible) and any relevant health professionals.

The school will work with families and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

The plan will be reviewed annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

3.3 Sharing information

The school will share information with families as needed to ensure a consistent approach. It will expect families to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

It may be necessary for any permanent member of school staff to perform personal and intimate care on the pupils within the school. This may include:

- Skin care/applying external medication
- Feeding
- Administering of oral medication
- Menstrual support (eg. Changing pads)
- Hair care
- Dressing and undressing (eg. For PE or Swimming)
- Washing non-intimate body parts
- Prompting to go to the toilet
- Changing toilet related paraphernalia (eg. Nappy/incontinence pads)

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

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 is 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

2 members of staff will be present when a risk assessment highlights that this ratio of adults is necessary to ensure the safety of all concerned.

When carrying out procedures, the school will provide staff with:

protective gloves, aprons, changing mats and bins. Staff will also be provided with cleaning products to clean the area after use.

For pupils needing routine intimate care, the school expects families to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wipes underwear and/or a spare set of clothing.

Any soiled clothing will be rinsed where appropriate, contained securely, clearly labelled, and discreetly returned to families at the end of the day.

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 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.

Mowbray School Policy is for staff to not carry their mobile phones on their persons when they are in contact with young people. If a request has been made to SLT for a member of staff to have their phone to receive essential information, then the phone will not be carried when intimate care is taking place.

6. Monitoring arrangements

This policy will be reviewed by Mrs K Pickles annually

7. Links with other policies

This policy links to the following policies and procedures:

- Child protection and safeguarding policy
- Health and Safety Policy
- SEND Policy
- Supporting pupils with medical conditions
- Nappy Changing procedure