



Intimate Care Policy 2023 - 2024

Read by staff: 11.07.23
Signed and dated by
Mr M Jones (CoG) 18.07.23
Mr C Jones (EHT) 18.07.23
Reviewed on: 09.07.24

Rationale

Intimate care/assistance and activities requiring close personal contact can be identified as any personal care/assistance that involves an individual's personal space.

All children we work with have the right to be safe, to be treated with courtesy, dignity, and respect, and to be able to access all aspects of the education curriculum.

Purpose is to:

- Uphold pupils' rights to privacy and dignity.
- Identify situations, which have elements of close personal/intimate contact.
- Recognise the responsibilities of adults involved.
- Safeguard pupils and adults from any misinterpretation of action.
- Ensure consistency of action whilst being sensitive to individual need.
- Dispose of waste safely.

Basic Principles

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact, or exposure of the sexual parts of the body.

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

Intimate care can also take substantial amounts of time but should be an enjoyable experience for the child and for their parents/carers. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. The child should be encouraged to express choice and to have a positive image of his/her body.

- Children have the right to feel safe and secure.
- Children have the right to an education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs.
- Children should be respected and valued as individuals.
- Children have a right to privacy, dignity and a professional approach from staff when meeting their needs.
- Children have the right to information and support to enable them to make appropriate choices.
- Children have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.
- Children have the right to express their views and have them heard.
- A child's Intimate/Personal Care Plan should be designed to lead to independence.

Broad Guidelines

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of Child Protection, Health & Safety and Police Clearance Procedures.

- **Police Clearance:** All adults participating in any activities including intimate/close personal contact will have undergone statutory police checks (see section referring to student/volunteer helpers).
- **Child Protection:** All child protection matters must be reported to the designated person in school responsible for child protection. Procedures should follow the Child Protection Policy. The designated safeguarding lead is Mr Chris Jones, Executive Headteacher and Miss Nicola Charles, Pastoral and Welfare Lead
- **Health and Safety:** All staff should be aware of and adhere to the general health and safety guidelines as documented by the Local Authority. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with the Executive Head Teacher who will act upon the information.

The roles of students/volunteer helpers:

- o Should not assist with toileting pupils,
- o May assist in helping pupils change for PE, only if supervised by a member of school/setting staff,
- o Must not assist with any feeding requiring medical training to give food or respond to an emergency situation,
- o May assist at the dining table in general situations,
- o Must be supervised and not put in a situation where they are alone with pupils except in extreme/emergency circumstances.

Toileting/changing - the following must be taken into consideration:

- o The need for privacy whilst being aware of the need to protect staff from allegations and pupils from possible inappropriate touching,
- o Consistency of approach with necessary information being communicated to all appropriate staff,
- o Encourage as much independence as possible using the progression of skills; opportunity, dependence, co-operation, participation, supervised independent action, independence,
- o Be aware of assistants' own personal hygiene and use of appropriate aids – gloves, aprons etc,
- o Be aware of general hygiene and disposal of waste. (NB Soiled nappies, catheters etc are not clinical waste – double bagging is sufficient.)
- o Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts.
- o Ensure females (and boys who are catheterise) are cleaned front to back.
- o Creams etc only to be used with written permission from parents.
- o Appropriateness of male/female assistance with boy/girl pupils to be agreed upon.
- o Secure documented parental agreement to procedures.

*Please see individual toileting protocol.

Feeding/Eating:

- o All procedures to be kept up to date with information from health professionals and parents,
- o Account must be taken of pupil's likes and dislikes and normal routine,
- o Hygiene procedures to be adhered to,
- o Emergency procedures to be put in place if possible choking may be an issue,

Intimate/Personal Care Plan

Name of child:

Class: Condition:

Details of assistance required:

**Facilities and equipment: (Clarify responsibility for provision of supplies e.g. parent/
carer/school/other)**

Staffing (Provide a minimum of two: one regular and one to act as backup)

Arrangements for trips/transport:

Procedures for monitoring:

Agreed by:

Parent:

Date:

Teacher:

Date:

Date for review:

