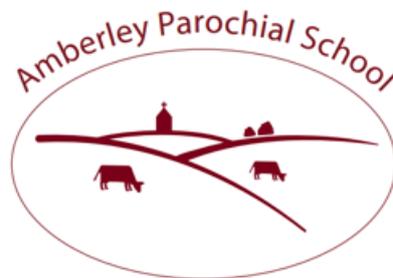


# Intimate Care Policy



**Providing the rich soil that enables  
our children to develop deep roots and flourish.**

**Chair of Governor:** Dr Holmes

**Approved by:** Resources Committee

**Approved on:** Autumn Term One 2021

**Review Date:** Autumn Term One 2023

**Other relevant policies:** Positive behaviour handbook, Special Educational Needs & Disabilities Positive Behaviour Handbook and Home School Agreement, Safeguarding Policy and Anti-Bulling and Hate policy.

# Intimate Care Policy

## Introduction

### **Introduction:**

Amberley Parochial Primary School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act/Equality Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

*As a church school, we identify Christian Values that underpin the whole school and the wider community. These values inform our school's vision, aims and ethos. The values that relate particularly to this policy are trust and responsibility.*

### **Definition:**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

## **1 Purpose of the Policy**

- 1.1 Staff who work with young children or children/young people who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs
- 1.2 Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.
- 1.3 Children and young people's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children and young people have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Amberley Parochial Primary School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 1.4 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children and young people as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.5 Amberley Parochial Primary School school is committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times. Amberley Parochial Primary School recognises that there is a need to treat all children and young people with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

## **2 Aims and Objectives- Our Approach to Best Practice**

- 2.1 All children and young people who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care have training in both child protection and first aid and any other training appropriate to a specific need.
- 2.3 Staff will be supported to adapt their practice in relation to the needs of individual children and young people 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 and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.
- 2.4 There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
- 2.5 As a basic principle children and young people 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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. If necessary individual intimate care plans will be drawn up for particular children and young people as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.
- 2.6 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 needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- 2.7 Wherever possible the same child will not be cared for by the same adult on a regular basis; 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, while at the same time guarding against the care being carried out by a succession of completely different carers.
- 2.8 Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and young people and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- 2.9 Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

## **3 THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

- 3.1 Gloucestershire Safeguarding Children Board Procedures will be accessible to staff and adhered to. All staff will receive Safeguarding Training every 3 years in line with Working Together 2006.
- 3.2 Where appropriate, all children and young people will be taught personal safety skills carefully matched to their level of development and understanding.
- 3.3 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. A clear record of the concern will be completed and when necessary, a child welfare concern will be referred to the Safeguarding Children Service and a referral made to the Social Care Helpdesk. Parents will be informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm.
- 3.4 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will

be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

- 3.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed

The policy shall be reviewed bi-annually.

**This policy must be read in conjunction with the safeguarding policy.**

# Record of other agencies involved

Pupil's Name:.....

DoB.....

Name/Role	Address/Phone/e-mail
Parent/Carer	
GP	
School nurse/Health visitor	
Continence adviser	
Physiotherapist	
Occupational Therapist	
Hospital consultant	
Educational Psychologist	
Social Worker	

## Record of discussion with parents/carers

Pupil's name:..... DoB.....

Date of meeting:.....

Persons present.....

	Details	Action
Working towards independence Eg. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy changing Eg. who, where, privacy		
Level of assistance needed Eg. undressing, hand washing, dressing		
Moving and handling needs Eg. equipment, training needs, hoisting equipment		
Infection control Eg. wearing gloves, nappy disposal		
Sharing information Eg. nappy rash, infection, family/cultural customs		
Resources needed Eg. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Intimate care checklist (can be used as preparation for plan)

## Planning for intimate care

Pupil's name:..... DoB.....

Admission date .....

	Discussion	Actions
<b>Facilities</b> Suitable toilet identified?  Adaptations required?  <ul style="list-style-type: none"><li>• Changing table/bed</li><li>• Grab rails</li><li>• Step</li><li>• Locker for supplies</li><li>• Hot and cold water</li><li>• Lever taps</li><li>• Mirror at suitable height</li><li>• Disposal unit/bin</li><li>• Hoist</li><li>• Other moving and handling equipment</li><li>• Emergency alarm</li><li>• Other</li></ul>		
Family provided supplies <ul style="list-style-type: none"><li>• <b>Nappies/pads</b></li><li>• <b>Catheters</b></li><li>• <b>Wipes</b></li><li>• <b>Spare clothes</b></li><li>• <b>Other</b></li></ul>		
School provided supplies <ul style="list-style-type: none"><li>• Toilet rolls</li><li>• Antiseptic cleanser</li><li>• Cloths/paper towels</li><li>• Soap</li><li>• Disposable gloves/aprons</li><li>• Disposal sacks</li><li>• Urine bottles</li></ul>		

<ul style="list-style-type: none"> <li>• Bowl/bucket</li> <li>• Milton/sterilising fluid</li> <li>• Other</li> </ul>		
<p><b>Good practice</b></p> <ul style="list-style-type: none"> <li>• Advice sought from Health professionals?</li> <li>• Moving and Handling Co-ordinator?</li> <li>• Parent/carer views</li> <li>• Pupil's views</li> <li>• How does child communicate?</li> <li>• Agree use of language to be used</li> <li>• Preferences for gender of carer</li> <li>• Training required for staff?</li> <li>• Awareness raising for all staff</li> <li>• Other</li> </ul>		

<p><b>PE issues</b></p> <ul style="list-style-type: none"> <li>• Discreet clothing required?</li> <li>• Privacy for changing?</li> <li>• Other</li> </ul> <p>Specific advice for swimming</p> <ul style="list-style-type: none"> <li>• From parents/carers</li> <li>• From Health professionals</li> <li>• Moving and Handling Co-ordinator</li> </ul>		
<p><b>Support</b></p> <p>Designated staff</p> <p>Back-up staff</p> <p>Training for back-up staff</p> <p>Transport</p> <p>School visits</p> <p>After school clubs</p> <p>Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"> <li>• By whom</li> <li>• When</li> <li>• To be reviewed when</li> </ul>		



## Permission for school to provide intimate care

Pupil's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

.....

.....

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

I/We 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)

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....



## **Assumption of Risk and Waiver of Liability Relating to COVID-19**

Amberley Parochial Primary School has conducted a thorough COVID-19 risk assessment and is working closely with the Local Authority to ensure systems in place are in line with updated rules and regulations (based on DFE guidance) to ensure safety in school.

In consideration of being allowed to work on or visit the school premises, I understand, acknowledge and agree to the following:

1. I am certified physically fit and have not been advised otherwise by a qualified medical professional. If I or any member of my family show symptoms of Covid-19, I will not come into school and follow the DFE and school's guidance.
2. I agree to comply with all new rules, regulations, terms and conditions set out by the DFE and the school's risk assessment.
3. COVID-19: The coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is contagious and is believed to spread mainly from person-to-person contact. It is believed that an individual can be infected with COVID-19 without their knowledge and be asymptomatic.
4. Amberley Parochial Primary School has put in place preventative measures to reduce the spread of COVID-19. However, we cannot guarantee that anyone who attends the school will not become infected with COVID-19.
5. Attending Amberley Parochial Primary School could increase the risk of contracting COVID-19. By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19, by attending the school and that such exposure or infection may result in personal injury, illness, permanent disability, and death to myself or relatives.
6. I understand and accept the risks related to COVID-19 and accept sole responsibility for any injury or illness that may occur to myself. Furthermore, I **UNDERSTAND AND AGREE** that this release includes any claims based on the actions, omissions, or negligence of Amberley Parochial Primary School, its employees and representatives, whether a COVID-19 infection occurs before, during, or after participation in the school.
7. If I or anyone in my household presents COVID-19 symptoms, or I am contacted by the Test and Trace service, I will inform the school's headteacher or Business Manager, as soon as possible, and I will then isolate as advised by the UK government and professional medical services.

**Full Name:**

**Signature:**

**Date:**