



Intimate Care Policy

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1.0 Introduction

Ashwood Spencer Academy 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 and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

2.0 Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

3.0 Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will be 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 Safeguarding and Moving and Handling) and are fully aware of best practice. (Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist.)

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 or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

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 they are able.

Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.



Wherever possible the child should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, 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 personal 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.

4.0 The Protection of Children

Safeguarding procedures will be adhered to.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

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 the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff will be required to confirm that they have read the Derby City Council 'Toileting and Continence Policy and Guidance' document and the additional guidance present in Appendix 1.

5.0 Health and Safety

Ashwood Spencer Academy has procedures in place for dealing with spillages of bodily fluids such as the process to be followed when a pupil/student accidentally wets or soils himself, or is sick while on the premises. The same precautions will apply for nappy changing. This includes:

- Staff to wear fresh aprons and disposable gloves while changing a pupil
- Soiled nappies securely wrapped and disposed of appropriately
- Changing area/ toilet to be left clean
- Hot water and soap available to wash hands as soon as changing is done
- Paper towels to be available to dry hands

Nappies and used protective equipment are disposed of by placing in a nappy bag and tying and then the carrier bag is deposited in the yellow bag bin provided in each bathroom. At the end of each day, the yellow bag is taken outside to the clinical waste bins for disposal.



6.0 Facilities

A suitable place for changing pupils, including providing the necessary resources (see Health and Safety section) has a high priority in our access plan. Whenever possible it is recommended that:

1. Mobile pupils/students are changed standing up where appropriate.
2. If this is not possible the next best alternative is to change a pupil on a purpose built changing bed (these are available as portable in the accessible changing areas in FS area and in the main entrance. These can be lowered and raised safely). Staff should consider the pupil/student's preference for changing and the outcome of any risk assessments. Pupil co-operation may depend on their physical health and staff should bear this in mind when carrying out intimate care tasks.



Appendix 1

Intimate Care Forms and Additional Guidance



Record of Intimate Care Intervention

Child's Name:

Class / Year Group:

Name of support staff involved:

Date:

Review date:

Support Staff

As the personal assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you in the toilet. I will avoid all unnecessary delays.
- When you use our agreed emergency 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
- If I am working with a colleague to help you, 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 Management Plan

Child

As the child who requires 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 am going to need the toilet so that you can make yourself available and be prepared to 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 may talk to other trusted people about how you help me. They too will let you know what I would like to change.



Signed _____ Member of Staff _____

Signed _____ Child (if appropriate) _____



Permission for School Staff to Provide Intimate Care

Child's Full Name	
Male/ Female	
Date of Birth	
Parent/ Carer's Full 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 principal of any medical complaint my child may have which affects issues of intimate care

Signed _____

Full Name _____

Relationship to the child _____

Date _____



Personal Care Plan

Child's Name: _____ DOB: _____

Name of School: Ashwood Spencer Academy

Completed by: _____ (member of staff)

Date of Plan: _____ Date to review Plan: _____

Who will change the child?

How will the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor.

Who will provide the resources? e.g. wipes, nappies, disposable gloves.

How will the changing occasions be recorded and if/ how this will be communicated to child's parent/carer

How will wet/soiled clothes be dealt with?

What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed.

Agree a minimum number of changes.

How will the child be encouraged to participate in the procedure?

Any other comments/ important information (e.g. medical information):



Procedure for Changing a Nappy (child lying down)

1. Consider whether the child can be changed in a toilet cubicle (standing up).
2. Wash your hands.
3. Assemble the equipment.
4. Place the infant/ child upon the changing mat/ table.
5. Put on gloves.
6. Remove wet/ soiled nappy.
7. Fold the nappy inwards to cover faecal material and place into designated covered bin.
8. Used wipes and gloves are to be disposed of in a bin with a disposable liner.
9. The bin should be emptied at least once a day and the liner replaced.
10. Once the child has been changed and returned safely to the, e.g. nursery area, clean the changing area with a detergent spray or soap and water.
11. Hands should be washed thoroughly whether gloves have been used or not.



Intimate Care Risk Assessment

Child's Name:

Name of School:

Date of Risk Assessment:

	Yes	Notes
1. Does weight /size/ shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain / discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury / pregnancy)		
Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other		
Are there any environmental risks? Heat/ Cold		



Toilet Management Plan

Child's Name:

D.O.B:

Name of support staff involved:

Date of record:

Review date:

Area of Need	
Equipment Required	
Location of suitable toilet facilities	
Support required	Frequency of support

Working towards Independence

Child will try to	Personal assistant will	Target achieved (date)

Signed _____ Parents/ Carers _____

Signed _____ Member of Staff _____

Signed _____ Second Member of Staff _____

Signed _____ Child (if appropriate) _____



Working Towards Independence Record

Child's Name:

D.O.B:

Name of support staff involved:

Date of record:

Review date:

I can already:

Aim:

I will try to:

Signed _____ Parents/ Carers _____

Signed _____ Member of Staff _____

Signed _____ Second Member of Staff _____

Signed _____ Child (if appropriate) _____