



INTIMATE CARE

Review Date: November 2021

Introduction

Littlegreen School 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, embarrassment or pain.

Definition

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

Our Approach to Best Practice

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 and are fully aware of best practice.

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. Wherever possible, staff involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.

The child will be supported to achieve the highest level of autonomy that is possible given his age and abilities. Staff will encourage each child to do as much for himself as he can. This may mean, for example, giving the child responsibility for washing himself.

Individual intimate care plans will be drawn up for particular 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 might need to be present when a child is toileted. Wherever possible staff should only care intimately for an individual of the same sex. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Toileting

If a child has soiled themselves, it is essential 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 school straight away to manage the situation
2. Ensuring 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. Ensuring the child has autonomy at all times
4. Dealing with the situation in a toilet

Equipment Provision

Parents should provide nappies, disposal bags, wipes; spare clothing etc. The school is responsible for providing gloves, plastic aprons and waste bags.

Health and Safety

Staff should wear a plastic apron and gloves when dealing with a child who is bleeding or soiled. 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) in the first aid room. Any soiled clothing being sent home should be double bagged using a waste bag.

The Protection of Children

Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to. 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 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. If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed. All staff will be required to confirm that they have read the school policy for clarification of practices and procedures.

Policy Written: November 2018

Review Date: November 2021

INTIMATE CARE POLICY

MEDICAL RECORD

Pupil:

DOB:

Class

Day/Date/ Time	Type Of Incident	Description	Staff Initials
Monday 10.12.18	Nose bleed/ seizure/ soiling/ wetting	Seizures: record duration of seizure, description of pre-seizure behaviour, description of seizure behaviour, description of post-seizure behaviour Nose bleed: record treatment, duration of bleed Soiling/Wetting: record if child informed adults or not	
2.10pm			

Intimate Care Plan			
Child's Name:		Date of Birth:	
Name of Support Staff Involved:			
Area of Need:			
Equipment Required:			
Location of Suitable Facilities:			
Frequency of Support:			
Other details:			
Working towards Independence			
The child will try to:			
Staff assisting will support by:			
Date plan written			
Review date:			
Agreed and signed			
Parent Carer			
Child			
Staff			
Pastoral Manager			

Toileting Plan	
Child's Name:	Date of Birth:
<p>As the person helping you can expect me to do the following:</p> <ul style="list-style-type: none"> • 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 • If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you 	
<p>As the child who needs help in the toilet you can expect me to do the following:</p> <ul style="list-style-type: none"> • I will try to let you know 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 	
Date plan written	
Review date:	
Agreed and signed	
Child	
Staff Member	

Parental Permission for Staff to Provide Intimate Care			
Child's Name:		Date of Birth:	
<ul style="list-style-type: none"> • 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 Headteacher of any medical reason my child may have which results in issues of intimate care • I understand that the intimate care provided for my child 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 			
Agreed and signed			
Parent/Carer Name		Date	
Signature			
Home telephone			
Mobile			
Emergency contact			