



# **Intimate Care Policy**

<b>Review Body:</b>	Inclusion Team
<b>Leadership Group Responsibility:</b>	Inclusion Team
<b>Type of Policy:</b>	<b>Non statutory</b>
<b>Review Period:</b>	3 years
<b>Reviewed:</b>	October 2020
<b>Next Review:</b>	October 2023

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This policy should be read in conjunction with

- Safeguarding (Child Protection) Policy
- Special Educational Needs Policy
- Health and Safety Policy.

## Introduction

In line with the Discrimination Act (1995) and the Equality Act (2010), the Federation will not refuse entry to a child due to having not reached continence as part of a specific medical condition or global developmental delay. Pupils may require assistance with intimate care as a result of having special educational needs or a disability (SEND). The definition of Intimate Care is taken to mean any physical care undertaken by a member of staff in order to support the individual needs of a child.

This may include:

- Dressing and undressing a child,
- Incontinence care,
- The removal, change and safe disposal of incontinence pads or nappies.
- The toileting, wiping and care of the genital and anal areas.

**Each aspect of intimate care will be carried out by named members of staff who have undergone instruction according to the Federation's guidelines and are aware of best practice guidelines.**

The Federation is committed to respecting and promoting the independence and privacy of every child. Any intimate care that is required will be carried out sensitively and with professionalism, there shall be a high awareness of child protection issues. Communication between staff, parents/carers and the child is paramount; the procedure should be clearly explained to the child and they will be fully aware of the tasks that the adult is responsible for and the tasks which they are required to complete independently.

When dealing with a child who requires support in any of these areas, staff will carry out such duties with the utmost respect. Children will be actively encouraged and supported in attaining the highest level of independence. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account the child's age and stage of development and any additional medical needs. In line with this, each child will have an Intimate Care Plan, promoting independence and dignity at all times. Where appropriate targets may be set which will be discussed with the child and parent/carers. Staff members will support the child's progress in meeting these targets. Any targets made will be reviewed each term with the aim of removing the Intimate Care Plan and the child achieving independence in their intimate care.

On entry into the school, or when circumstances lead to the introduction of an Intimate Care Plan, each child will be assessed to ascertain their individual needs. This assessment will involve the child's parent/carer, the class teacher and either the Special Educational Needs Coordinator or a member of the Senior Leadership Team. Careful consideration will be given to each child's situation to determine how many adults will be needed to support, and which adults will be named as support. When possible a small number of familiar adults will share responsibility for supporting Intimate Care.

On each site, an accessible toileting facility will be available to children who need support with intimate care. This equipment will be checked under the Federations' Health and Safety guidelines and cleaned after each use. The school will provide equipment to ensure the child can access such facilities without the need for manual handling (lifting).

During the school day, children who have an Intimate Care Plan will be supported as frequently as is needed. When a member of staff is made aware that a child needs additional support, this will be done as soon as is reasonably practical. Parents will not be routinely called to take care of the child's intimate care needs, for any circumstances covered within the Intimate Care Plan. This will be recorded on an 'Intimate Care Record Form'.

Parents/carers will be expected to provide some or all of the items which are required to carry out the child's Intimate Care Plan. This may include:

- A change of clothes
- Incontinence pads / nappies
- Wipes
- Cream/Medication needed for conditions such as nappy rash.

Members of staff who carry out the Intimate Care Plan of any child will need to adhere to the following:

- Class teachers will need to be informed before any child is taken to the toileting facility

- Gloves will be worn before the start of any procedure and remain on until the end of the procedure, aprons to be worn when appropriate
- Where possible, two members of staff will be responsible for the changing of an individual child. Individual circumstances will be discussed and agreed with parents/carers and will form part of the Intimate Care Plan
- Soiled incontinence pads/nappies, wipes and all other waste will be placed in a bag, the bag will be tied and placed in the sanitation disposal bin provided (in line with the Environmental Protection Act, 1990).
- Gloves and aprons if used will be removed and placed in the sanitation disposal bin
- Staff and children will wash their hand following any Intimate Care support
- Record all Intimate Care support on an 'Intimate Care Record Form'

Throughout the process, staff will communicate with the child in order to place the child at ease. If applicable, the adult will support the child in working towards any targets that have been outlined in the child's Intimate Care Plan.

The Federation is committed to providing all children with the skills and support required to fulfil their potential. We strive to enable all children to reach the highest level of independence and will continue to develop our practice in order to achieve this.

## Appendix 1: Intimate Care Record Form

[illegible]

## Appendix 2: Intimate Care Plan

Child's Name:	Date of Birth:
Year Group/Class:	School Site:
Staff to be involved (initials):	

Summary of child's individual needs:

Where applicable identify one aspect of intimate care that could be developed in order for the child to have greater independence or responsibility in this area (*for example, letting an adult know when they need to be changed, assisting with wiping or being able to manage own personal care without incontinence pads*).

Target (where applicable):
Steps to be taken to achieve this target:

I agree to the above procedures and I authorise this care plan to be carried out in line with the Federation's Intimate Care Policy.

Signed (Class teacher) \_\_\_\_\_

Signed (SENCO/Senior Leadership team) \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_