



Tormead

SCHOOL

Intimate Care Policy

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1. Introduction

- 1.1 This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.
- 1.2 This intimate care policy should be read in conjunction with the schools' policies as below (or similarly named):
- Safeguarding Policy
 - Staff Code of Conduct (with in the Employment Manual)
 - Early Years Foundation Stage Policy
 - First Aid Policy
 - Privacy Notice for Pupils
- 1.3 All staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.
- 1.4 We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of greatest importance and their experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively.
- 1.5 Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.
- 1.6 Where pupils with complex health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.
- 1.7 Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.
- 1.8 All staff undertaking intimate care beyond basic toileting and changing of clothes should be trained by the Health Care Lead or other professional indicated on their Health Care Plan.
- 1.9 This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

2. Child Focused Principles of Intimate Care

- 2.1 The following are the fundamental principles upon which the Policy and Guidelines are based:
- i. Every child has the right to be safe.
 - ii. Every child has the right to personal privacy.
 - iii. Every child has the right to be valued as an individual.
 - iv. Every child has the right to be treated with dignity and respect.
 - v. Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.

- vi. Every child has the right to express their views on their own intimate care and to have such views taken into account.
- vii. Every child has the right to have levels of intimate care that are as consistent as possible.

3. Definition

3.1 Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

4. Our Approach to Best Practice

- 4.1 Pupils who require regular assistance with intimate care have written Health Care Plans agreed by their health care team, teachers, support staff, school nurse and parents/carers. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.
- 4.2 Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.
- 4.3 Parents will be asked to sign a permission form so that staff can clean and change a pupil if necessary. If a parent has not given consent the parent or emergency contact will be called to come to care for the pupil. If the parent or emergency contact cannot arrive within a few minutes of the pupil requiring assistance verbal permission can be obtained or if permission is not granted a pupil will be kept in a place of comfort and dignity preserved.
- 4.4 Where a care plan or IEP is **not** in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone, email or a face-to-face conversation with parents.
- 4.5 Staff will encourage each pupil to do as much for themselves as possible and promote independence appropriate for their developmental age.
- 4.6 Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate. Staff will be aware of current covid-19 PPE requirements.
- 4.7 Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.
- 4.8 Staff will obtain permission from a pupil before performing intimate care and use language that the child is familiar with to identify body parts.
- 4.9 Every child's right to privacy and modesty, religious and cultural beliefs will be respected.

4.10 An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.

4.11 Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

4.12 All intimate care incidents must be recorded in the Intimate Care Incidents Log.

4.13 All staff should be aware of the school's Privacy Notice. Sensitive information will be shared only with those who need to know.

4.14 Health & Safety guidelines should be adhered to regarding waste products, if necessary to dispose of clinical waste. Clinical waste bags are available with the medical supplies and a bin in the Wellbeing Centre. Sanitary disposal bins are available in prep school.

5. The Protection of Children

5.1 The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.

5.2 The school's child protection procedures will be adhered to.

6. The Protection of Staff

6.1 Members of staff need to have regards to the danger of allegations being made against them and take precautions to avoid risk. These should include:

- i. Gaining a verbal agreement from another member of staff that the action being taken is necessary.
- ii. Allow the pupil if possible, to choose her carer.
- iii. Allow the pupil a choice in the sequence of care.
- iv. Be aware of and responsive to the pupil's reactions.

Date of last review: June 2023

By resolution of the Governing Body:

Mr Matthew Howse
Chair of Governors

Mr David Boyd
Head

27th June 2023

