



Intimate Care & Toileting Policy

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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/ Carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

2. Intimate Care

Intimate care is a term used to describe activities involved in meeting the needs of a young person. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care and for the comfort of the pupil. The issue of intimate care is a sensitive one and will require staff to be respectful of the pupil's needs. The pupil's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of safeguarding/child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to pupils wherever possible.

Coppice School is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all pupils with respect when intimate care is given. No pupil should be attended to in a way that causes distress, pain or embarrassment. Details of personal procedures involved should not be shared outside of the care areas or with other staff not involved.

3. Role of Parents/Carers

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes SLT, Teachers, Teaching Assistants and Mid-Day Supervisors

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check, as well as other checks on their employment history.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

Wherever possible there will be two members of staff present when a child or young person is being changed. If this is not possible a member of staff can change a wet continence aid alone if there is an open door. If the child or young person is soiled and needs intimate wiping – two members of staff **MUST** be present.

All children and young people who need intimate care will have a child friendly intimate care plan and permission forms signed by parents / carers.

Procedures will be carried out in the designated toilets for each area.

Before carrying out the procedure staff must always ask for consent to change in a developmentally appropriate way to ensure we are teaching our young people they have choices and control over what happens to them at all times.

When carrying out procedures, the school will provide staff with: aprons, protective gloves, wipes and appropriate places to dispose of used nappies.

Disposable PPA equipment must be used throughout any personal care routine.

For pupils needing routine intimate care, the school expects parents / carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear, wipes and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

Staff will be supported to adapt their practice in relation to the individual needs of the young people taking into account developmental changes such as puberty or menstruation.

Wherever possible there will be a rota of carers well known to the pupil who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Pupils will be taught personal safety skills carefully matched to their level of development and understanding wherever appropriate.

Staff will record each time intimate care is provided on toileting sheets.

5.2 Concerns about Safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to Natalie Swearman, Tracey Conlon or Tracey Senior.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Appendix 1:

Intimate Care Plan	
Name of Child	
Type of Intimate Care Needed	
How often will the care be given?	
Where will the care be given?	
What resources and equipment will be needed? Who will provide these?	
How procedures will differ if taking place on a trip or outing	
Name of staff member responsible for ensuring care is carried out according to the intimate care plan	
Name of Parent / Carer	
I give permission for the school to provide appropriate intimate care to my child	<input type="checkbox"/> (Tick)
I DO NOT give permission for the school to provide appropriate intimate care to my child Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care. I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	<input type="checkbox"/> (Tick)
I will advise the school of anything that may affect my child's personal care	<input type="checkbox"/> (Tick)
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/> (Tick)
Signature of Parent	
Date	
Next Review	