



RAVENSDALE JUNIOR SCHOOL

INTIMATE CARE POLICY AND PROCEDURE

Ravensdale Junior 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 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 who 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.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (such as cleaning up after a child has soiled him/herself). 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).

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 should be trained to do so (including Child Protection and Moving and Handling) and be 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. (Appendix One)

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.

Intimate care arrangements will be discussed with the child (where applicable) and the parents/carers and reviewed on a regular basis. This will be 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.

The Protection of Children

Child Protection Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. This policy enables Ravensdale Junior School to carry out our functions with a view to safeguarding and promoting the welfare of children under sections 175 and 157 of the Education Act (2002).

The policy is in line with the following legislation and guidance:

- Working Together to Safeguard Children (2018)
- Children Act 1989, 2004 and 2017
- Keeping Children Safe in Education (2019)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- Protection of Freedoms Act (2012)

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.

Intimate Care Procedure

- Wherever possible, two members of staff should be available during the intimate care process. If this is not possible and only one member of staff is available, they will firstly make their intentions known to others.
- Ensure you have parental permission.
- Ensure privacy appropriate to the child's age and situation.
- Wear protective gloves for soiling situations; wet pants children should deal with themselves wherever possible. If the situation is a "one-off" accident for a child two adults should be present.
- Do not lift the child; use available aids (steps, hydraulic changing table, etc.).
- Have knowledge and understanding of any religious and/or cultural sensitivities related to aspects of intimate care to the individual child.
- Speak to the child personally by name so that he/she is fully aware of what you expect them to do and also at what point you may need to offer them support.
- Give explanations of what is happening in a straightforward and reassuring way.
- Allow the child to care for him/herself as far as possible.
- Keep physical contact to a minimum possible in order to support the child with any cleaning.
- When washing and or wiping, encourage the child to wash private parts of the body him/herself.
- Be aware and responsive to the child's reactions recording any responses to the intimate care and/ or changes in behaviour in appropriate records.
- Flush any soiling down the toilet.
- Soiled garments/towels should be placed in plastic bags and sent home with the child.

Appendix One

Pupil's name:	Class/year group:
Name of staff member:	
Date:	Review date:
Area of need	
XXXXXX may require some support with cleaning if he soils himself.	
Equipment required	
Wipes, gloves, disposal bag	
Locations of suitable toilet facilities	
Disabled toilet in Year 6 corridor	
Support required	Frequency of support
Assistance required when XXXXXX has soiled.	As and when necessary

Working towards independence

Pupil will try to	School staff will	Parent will	Target achieved date
<p>XXXXXX will alert staff when he needs to use the facilities.</p> <p>XXXXXX will attempt to clean himself using the equipment provided.</p> <p>XXXXXX will identify when he requires additional support with cleaning and will alert staff.</p>	<p>Acknowledge the potential need for assistance.</p> <p>Ensure that the equipment is plentiful and easily accessible.</p> <p>Support XXXXXX using the cleaning facilities provided and dispose of all soiled products correctly.</p>	<p>Encourage and support XXXXXX to clean himself at home whenever possible.</p> <p>Provide a change of clothes for XXXXXX.</p>	<p>(To review prior to transition to Year X)</p>

Signed _____ Pupil

Signed _____ Staff Member (s)

Signed _____ Parent (s)

Agreement between Pupil and School Staff

Pupil's name: XXXXX XXXXX

Class/year group:

Name of staff member(s) involved:

Date:

Review date:

Support staff

As the member of staff helping you with intimate care, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you. 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 listen carefully if there is something you would like to change about your Intimate Care Plan.

Pupil

As the pupil who requires help with intimate care, 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 help with intimate care, 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 may let you know what I would like to change.

Signed: _____ Staff Member

Signed: _____ Staff Member

Signed: _____ Pupil



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