

TITLE OF POLICY: INTIMATE CARE

Date reviewed	Date Approved	Approved by whom:	Next review
	February 2016	Full Governing Body	February 2019

AUDIENCE: CHILDREN, PARENTS, STAFF, GOVERNORS

1. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve assisting a child to clean themselves for hygiene purposes, as part of a staff member's duty of care.
2. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be protected with a high level of privacy, choice and control. There shall be a high awareness of 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 children/young people wherever possible.
3. The 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. St Thomas More School recognises 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 or pain.
4. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
5. 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 and menstruation.
6. 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 he/she can. This may mean, for example, giving the child responsibility for washing themselves. In some instances, individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
7. 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. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.
8. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child 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.
9. Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys, as no male staff are available.
10. intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's 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.

11. Staff should always wear an 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 a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy.
12. After the incident, the area where the child has been treated will need to be cleaned using appropriate materials.
13. First Aid and intimate care
Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.
14. If a child requires regular care of an intimate nature, this needs to be planned for in collaboration with the School Nurse. Agreements between the school/organisation, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

Intimate care policy

Parental agreement form

1. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.
 2. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carer to provide continuity of care to children/young people wherever possible.
 3. St Thomas More 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. St Thomas More School recognises 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 or pain.
 4. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
 5. 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 he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
 6. 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. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.
 7. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
 8. Wherever possible staff should only care intimately for an individual of the same sex.
 9. A record of any incidents of intimate will be made. This record will be shared with the parents of the child.
 10. Staff should always wear an 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 a liner) which is specifically designated for the disposal of such waste.
 11. Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.
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Parental Agreement

I agree to support the Intimate Care Policy and practice of St Thomas More Primary School.

Child's name _____

Signature of Parent / Carer _____

Print Name _____ Date _____

Signature of School Representative _____

Print Name _____

Position _____

Date _____

Procedure

1. Child has soiled themselves or is in need of intimate care for other reasons.
2. Child needs to be taken a washroom, if the child is not already in one.
3. A member of staff to summon assistance. This second adult is responsible for ensuring the privacy to the child involved, and as such will be on door duty, to direct any other pupil to use another wash room and to prevent anyone walking in, whilst the child with the issue is in the toilets.
4. Staff assisting the child needs to put on a plastic apron and disposable gloves.
5. Child to remove any soiled clothing.
6. Staff to provide the child with flushable wipes and to direct the child to clean themselves. The child may need to be given some guidance as to how best to clean themselves.
7. Only if the child is unable to clean themselves, will the member of staff assist in this process.
8. Staff are to provide the child with spare underwear and if need be direct them to wear their PE uniform.
9. Soiled clothing is to be placed in a sealed bag.
10. The incident is to be recorded in a separate recording book, stored in the main first aid cupboard. In the main first aid book, a comment to "see Red book", should be the comment recorded against the child's name.
11. 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 a liner) which is specifically designated for the disposal of such waste.
12. Organise for the area where the child has been treated or the initial incident occurred to be cleaned using appropriate materials.
13. Contact the child's family.