



**Everton Heath**  
Primary School

*Learn – Grow - Thrive*

# INTIMATE CARE POLICY

<b>Written by:</b>	Senior Leadership Team
<b>Approved by:</b>	Governing Body
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## Introduction

At Everton Heath Primary School we understand that children have different rates of development and needs during their time at school. Our aim is to support children to become fully independent regarding their personal care needs.

Everton Heath Primary School is committed to ensuring that all staff responsible for the intimate care of children or young people will always undertake their duties in a professional manner. We recognise 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, embarrassment or pain.

## Aims

The aims of this document and associated guidance are:

- to provide guidance and reassurance to staff;
- to safeguard the dignity, rights and wellbeing of children and young people;
- to assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are considered.

## What is Intimate Care?

Intimate care is any personal care that most people usually carry out for themselves. Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.

In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

## Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned and should be a positive experience for all involved. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity are of paramount importance.

Staff who provide this care are trained to do so (including Safeguarding and Child Protection and Moving and Handling Training where appropriate) and are fully aware of best practice, including having read the Dept for Children Schools and Families (DCSF) now the Department of Education Guidance for Safer Working practice for Adults who work with children and young people in Education Settings. **Staff are also aware of and respond to the Equality's Act of 2010 and the school's Equality Policy.** Suitable equipment and facilities can be identified to assist with children/young people who need special arrangements by an assessment from an Occupational Therapist. (OT).

It is the school's responsibility to support staff that are carrying out intimate care procedures. Advice can be given by contacting the occupational therapy service, school nurse or the Education Child Protection Service as required.

Children will be supported to achieve the highest level of autonomy possible given their age and abilities. Staff will ensure each child does as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for wiping themselves or washing their hands afterwards. Individual Intimate Care Plans will be drawn up as appropriate and shared

and agreed by the child and their parents/carers. When writing Intimate Care Plans the school will take advice from medical professionals to ensure the plan is bespoke to the child.

Each child's right to privacy will be respected. Careful consideration will be given to each situation to determine how many staff need to be present when the child is being cared for. This will need to be discussed with staff involved to make sure all staff members agree. However, where possible one child will be catered for by one adult unless there is a reason for having more adults present for example if a child is heavily soiled. In this case, the reasons may be clearly documented on the intimate care plan and two adults will provide intimate care.

Wherever reasonable and practical staff should only care intimately for an individual of the same sex. At Everton Heath Primary School this principle will be waived because female staff are supporting boys as our male staff are teachers and may not be able to leave their classrooms to provide the necessary support.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation. Terminology used at home will also be used at school.

**Written Intimate Care Plans [ICP] (appendix 1) will include:**

- who can change the child including back up arrangements in case of staff absence or turnover;
- where the changing will take place and how this will be recorded and shared with parents;
- what resourcing is needed and who will supply these;
- the infection control measures in place;
- arrangements for school trips;
- a home school agreement over agreed expectations to avoid potential misunderstandings which might arise, and to help parents feel confident that the school is taking a holistic view of the child's needs;
- advice and guidance provided by medical professionals.

**Safeguarding Children**

Cambridgeshire Local Safeguarding Children Board (LSCB) Safeguarding Interagency Procedures will be adhered to alongside the school's safeguarding and child protection policy and procedures.

Recruitment and selection of all candidates for posts follows the DBS procedure, equal opportunities and employment rights legislation, and about guidance and legislation detailed in Safeguarding Children and Safer Recruitment in Education.

All children will be taught personal safety skills as part of Personal Social and Health Education (PSHE) relative to their age, ability and understanding. Research indicates that children with an awareness of personal safety and the ability to be assertive are more resilient to abuse. These skills will be discussed with parents/carers when drawing up care plans.

If a member of staff has any concerns about physical or behavioral changes in a child/young person's presentation, e.g. marks, bruises, soreness or reluctance to go to certain places/people etc. s/he will immediately pass their concerns to the Designated Person for child protection in their school/setting. If a member of staff needs to raise any concerns about the content of the intimate care plan itself, s/he will contact the SENCO.

If a child is displaying inappropriate sexual behaviour/language, advice should be sought from the appropriate source (e.g. In schools this might be: Designated Person for Child Protection, School Nurse, Social Care, Education Child Protection Service, Cambridgeshire Sexual Behaviour Service)

If a child becomes distressed or unhappy about being cared for by a member of staff, the matter will be investigated, and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution. Staffing schedules will be altered until the issue/s are resolved so that the child/young person's needs remain paramount. Further advice, following the Interagency Procedures will be taken from outside agencies as necessary.

Signed notes will be kept by members of staff involved in intimate care and recorded in the child's Intimate Care Log. Teachers will be told when a TA [Teaching Assistant] is going to provide intimate care. Toileting breaks will be scheduled in for some children and timetables will show timings.

Only permanent staff members will be involved in the intimate care, supporting staff will not include supply teachers or volunteer helpers

Staff will write any issues with equipment in the Health and Safety book for the Site Manager's attention and she will report to pertinent issues to The Cam Academy Trust Property Manager.

If a child makes an allegation against a member of staff the procedures for Allegations Against Staff will be followed as outlined in the school's Safeguarding and Child Protection policy. All staff involved in intimate care are required to have read the School's Policy and Guidance for Intimate Care and the DCSF (now Department of Education DfE) Guidance for Safer Working Practice as previously mentioned. Be aware of the need to refer to other policies the school/setting may have in place for clarification of practices and procedures.

## Appendix 1

### Everton Heath Primary School Intimate Care Plan

<b>Pupil information</b>	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Date	
Review date	
<b>Family Contact Information</b>	
Name	
Relationship to child	
Mobile	
(home)	
Name	
Relationship to child	
Phone mobile	
(home)	
<b>Clinic/Hospital Contact</b>	
Name	
Consultant	
Phone no.	
<b>G.P.</b>	
Name	
Phone no.	
Adults responsible for providing support in school	
<b>Background</b>	
<b>Intimate Care Plan</b>	

<b>Safeguarding</b>
<b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision</b>
<b>Specific support for the pupil's educational, social and emotional needs.</b>
<b>Arrangements for school visits/trips etc</b>
<b>Other information</b> This Intimate Care Plan will be shared with any visiting teachers by the office staff. Regular staff will have access to the plan including MDS
<b>Form copied to (signed)</b>

**The parent:**

- I will provide the school with a change of clothing.
- I will work in partnership with medical professionals and follow their guidance.
- I understand and agree the procedures which will be followed when my child is supported with their intimate care.
- I agree to inform the setting/school should the child have any marks/rash

**Signed:** ..... (parent/carer)

**Date:**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>