



Sir Christopher Hatton

AN ACADEMY WITH SPECIALIST MATHEMATICS & COMPUTING STATUS

Excellence

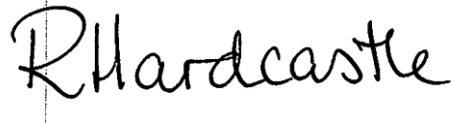
Aspiration

Achievement

Inspiration

Community



Title	Intimate Care Policy
Reviewed	January 2025
Next Review Due	January 2027
Associated Policies	Child protection Whistleblowing and allegations management Health and safety Special educational needs Equality duty workbook Supporting pupils with medical conditions
Originator	L Shackleton
Approved	

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Intimate Care/Close Personal Contact Policy

1. Rationale

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and developmental needs.

2. Purpose

The purpose of the policy at Sir Christopher Hatton Academy is to:

- Identify situations which have elements of intimate care
- Intimate care is carried out properly by staff, in line with any agreed plans and recognise the responsibilities of adults involved
- 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 considered
- 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
- Safeguard pupils and adults from any misinterpretation of action
- Ensure consistency of action whilst being sensitive to individual need
- Dispose of waste safely

3. Guidelines

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of child protection, health and safety and safer recruitment processes

- DBS checks: All adults participating in any activities including intimate care will have undergone an enhanced DBS check
- Child protection: All child protection matters must be reported to the designated person in academy responsible for child protection. Procedures should follow the child protection and managing allegations policies
- Health and Safety: All staff should be aware of and adhere to health and safety guidelines within the health and safety policy. Appropriate risk assessments should be carried out where required e.g. use of hoists. Any health and safety concerns of queries should be taken up with the Principal.

4. Good Practice

- Pupils who require regular assistance with intimate care should have written Individual healthcare plans or intimate care plans agreed by staff, parents, carers and any other professionals actively involved e.g. school nurse. An example intimate care plan exists in

- the appendix for reference but it is also permitted to use Edukey to produce these.
- The plan should be agreed at a meeting whereby all key staff and the pupil are present. The plan should be reviewed regularly (minimum annually) and at any time of change of circumstances e.g. school trip.
 - Intimate care arrangements must be recorded in the child's personal file with consent forms signed by parent/carer, child. Again, an example exists in the appendix but use of Edukey is also permitted.
 - Where relevant agree with the pupil, parent/carer the appropriate terminology for private parts of the body and functions. This should be noted in the plan.
 - Where a care plan is not in place then parents/carers will be informed on the same day if the child has needed help where meeting intimate care needs e.g. the pupil has had an 'accident' and wet or soiled themselves. The priority would be to first contact the parent/carer to obtain permission or to give them the opportunity to come to site to provide this care themselves but in the event that we are unable to contact parents/carers we would complete the intimate care process and then contact parents/carers as soon as possible afterwards to inform them of what has happened.
 - Provision must be made for emergencies e.g staff member on sick leave. Additional trained staff should be available.
 - If a staff member has concerns about a colleague's intimate care practice they must report this to the Designated person or Principal.
 - When creating the intimate care plan:
 - 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.

5. The role of staff:

Students/volunteer helpers/parents:

- Should not assist with toileting pupils or providing intimate care
- May assist in helping pupils change for PE if supervised by a member of academy staff
- Must not assist with any feeding that would require medical training; or respond to an emergency situation
- May assist at the dining table in general situations
- Must be supervised and not put in a situation where they are alone with pupils (except in extreme/emergency circumstances).

Academy staff:

- Any staff member who may carry out intimate care will have this set out in their job description and will have undergone an enhanced DBS check
- Where possible there will always be two members of staff present for intimate care procedures. Where this is not possible the line manager of the member of staff completing the intimate care procedure will check in with them following the procedure on the same working day so that any concerns can be raised.
- Staff will receive:
 - Training in the specific types of intimate care they undertake
 - Regular safeguarding training
 - If necessary, manual handling training that enables them and the pupil to remain safe and for the pupil to have as much participation as possible
- Staff 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.
- Any member of staff completing an intimate care procedure who has any safeguarding concerns for the child or who has concerns about a change in a child's physical appearance e.g. marks, bruises, soreness they will report this using the academy's child protection 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 their line manager and a member of the first aid team.
- 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 academy's safeguarding procedures.

6. Toileting/changing

The following must be taken into consideration:

- The need for privacy, whilst being aware of the need to protect staff from allegations and pupils from possible inappropriate touching
- Consistency of approach with necessary information being communicated to all appropriate staff
- Encourage as much independence as possible using the progression of skills:
 - Opportunity
 - Dependence
 - Co-operation
 - Participation
 - Supervised independent action
 - Independence
- Be aware of assistants' own personal hygiene and use of appropriate aids – gloves, aprons, etc.
- Be aware of general hygiene and disposal of waste
- Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts
- Ensure females (and boys who catheterise) are cleaned front to back
- Creams, etc only to be used with written permission from parents
- Appropriateness of male/female assistance with boy/girl pupils to be agreed upon
- Staff are trained/signed off as confident and competent for medical interventions, e.g. colostomy and catheterisation and care plans are up to date and followed
- Secure documented parental agreement to procedures and Care Plans

7. Feeding/Eating

- All procedures to be kept up to date with information from health professionals and parents
- Account must be taken of pupils' likes and dislikes and normal routine
- Hygiene procedures to be adhered to
- Care plans indicating emergency procedures to be put in place if possible choking may be an issue
- The importance of social interaction at snack/lunchtime should not be underestimated

8. Physical assistance

- Give verbal prompts/instructions before touching, moving or handling pupils
- Have due regard for instructions given by therapists regarding individual pupils' movement/transfers, etc.
- Always use equipment recommended to assist with moving/transfers
- Pupils may have individual bathroom/feeding/physical assistance regimes which will be reviewed and amended as required, following advice.

9. Responsibility

Only named staff identified by the Academy should undertake the intimate care of children. Intimate care arrangements must be agreed by the Academy, parents/carers and child (if appropriate).

An individual member of staff should inform another appropriate adult when they are dealing or assisting a student with intimate care. It may be necessary for them to assist in the procedure.

Intimate care arrangement must be recorded in the child's personal file and consent forms signed by the parent/carers and child (if appropriate).

Provision must be made for emergencies e.g. staff member on sick leave. Additional trained staff should be available.

Intimate care arrangements should be reviewed at regular intervals. The view of relevant parties should be sought and considered to inform future arrangements. If a staff member has concerns about a colleague's intimate care practice they must report this to their line manager.

10. Monitoring arrangements

This policy will be reviewed by the Vice Principal: Inclusion at least every two years. At every review, the policy will be approved by the Principal and CEO.

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed annually or when changes are needed e.g. for a school trip.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

PERMISSION FOR SIR CHRISTOPHER HATTON ACADEMY TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the academy to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the acaeemy of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the academy will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>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 academy's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	