



# Intimate Care Policy

Date written: September 2023

Date of next review: September 2024

Member of Staff Responsible: E Welsh

**Signed:**

A handwritten signature in black ink, appearing to be 'L. Geary', written over a circular scribble.

**Luke Geary (Chair of Governors)**

**Date: 04/02/2024**

## Introduction

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Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (such as cleaning up a pupil after they have soiled themselves). In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure (e.g. the administration of rectal diazepam) only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and will require staff to be respectful of the young learner needs. The young learner'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/carers to provide continuity of care to young learners wherever possible. The Rivermead Inclusive Trust is committed to ensuring that all staff responsible for intimate care of young learners will always undertake their duties in a professional manner. We recognise there is a need to treat all young learners with respect when intimate care is given. No young person should be attended to in a way that causes distress or pain.

## Best practice

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The management of all young learners with intimate care needs will be carefully planned. The young learner's welfare and dignity is of paramount importance.

Staff will be supported to adapt their practice in relation to the needs of individual young learners taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children /young people in their care as an additional safeguard to both staff and children/young people involved.

The young learner will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each young learner to do as much for him/herself as he/she can. This may mean, for example, giving the young learner responsibility for washing themselves. Individual intimate care plans will be drawn up with parents, carers and health agencies as applicable, for particular young learners as appropriate to suit the circumstances of the young learner.

Each young learner's right to privacy will be respected. Two staff will be involved – one to carry out the care and the second to be available should the need arise. The second person will remain in the vicinity, having been informed of the care needed and ready to provide assistance if required.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the young learner's care plan. The needs and wishes of young learners and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

There must be careful communication with each learner who needs help with intimate care in line with their preferred means of communication (verbal, visual, PECS, etc) to discuss their needs and preferences. Where the learner is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all pupils in a way that reflects their age and level of understanding.

The religious views, beliefs and cultural values of children and their families should be taken into consideration, particularly as they might affect certain practices or determine the gender of the carer.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

## Young learner wearing nappies/pads

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Some young learners may enter school wearing nappies or pads. The school will provide information on policies and practices within the school. Parents are expected to provide nappies (pads), disposal bags and wipes and the school will provide gloves, plastic aprons, a bin and liners to dispose of any waste.

## Recording intimate care needs

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In all Trust schools parental agreements and arrangements are recorded on the learner's care plan.

An intimate care record is kept for young learners requiring assistance. The adult providing the intimate care support will complete the record on each occasion the young learner is supported (see appendix 1) for an example, although the form of communication is agreed with parents during intimate care meeting so may vary.

Policies which directly relate to the Intimate Care Procedures

- Child Protection and Procedures Policy
- Health and Safety Policy
- Touch Policy