



# **Intimate Care Policy**

Approved by Governors  
November 2017

# Falcon Junior School

## Intimate Care Policy

### **Introduction:**

Falcon Junior School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

### **Definition:**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **Our approach to best practice:**

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Two members of staff will usually be present when pupils require intimate care with careful consideration given to respecting the pupil's personal dignity.
- 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 taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter (not via the home school diary)

### **Child Protection:**

The Governors and staff of Falcon Junior School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the 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 investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

## Intimate Care Guidance

### Appendix 1 - Record of other agencies involved

Pupil's name:.....

DoB.....

Name/Role	Address/Phone/email
Parent/Carer	
GP	
School nurse/Health visitor	
Continence adviser	
Physiotherapist	
Occupational Therapist	
Hospital consultant	
Educational Psychologist	
Social Worker	

## Intimate Care Policy

### Appendix 2 - Toileting plan discussion with parents/carers

#### Record of discussion with parents/carers

Pupil's name:..... DoB.....

Date of meeting:.....

Persons present.....

	Details	Action
Working towards independence, e.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy changing, e.g. who, where, privacy		
Level of assistance needed, e.g. undressing, hand washing, dressing		
Moving and handling needs, e.g. equipment, training needs, hoisting equipment		
Infection control, e.g. wearing gloves, nappy disposal		
Sharing information, e.g. nappy rash, infection, family/cultural customs		
Resources needed, e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

## Appendix 3 - Intimate care checklist (can be used as preparation for plan)

### Planning for intimate care

Pupil's name:..... DoB.....

Admission date .....

	Discussion	Actions
<p><b>Facilities</b></p> <p>Suitable toilet identified? Adaptations required?</p> <ul style="list-style-type: none"> <li>• Changing table/bed</li> <li>• Grab rails</li> <li>• Step</li> <li>• Locker for supplies</li> <li>• Hot and cold water</li> <li>• Lever taps</li> <li>• Mirror at suitable height</li> <li>• Disposal unit/bin</li> <li>• Hoist</li> <li>• Other moving and handling equipment</li> <li>• Emergency alarm</li> <li>• Other</li> </ul>		
<p><b>Family provided supplies</b></p> <ul style="list-style-type: none"> <li>• Nappies/pads</li> <li>• Catheters</li> <li>• Wipes</li> <li>• Spare clothes</li> <li>• Other</li> </ul>		
<p><b>School provided supplies</b></p> <ul style="list-style-type: none"> <li>• Toilet rolls</li> <li>• Antiseptic cleanser</li> <li>• Cloths/paper towels</li> <li>• Soap</li> <li>• Disposable gloves/aprons</li> <li>• Disposal sacks</li> <li>• Urine bottles</li> <li>• Bowl/bucket</li> <li>• Milton/sterilising fluid</li> <li>• Other</li> </ul>		

<p><b>Good practice</b></p> <ul style="list-style-type: none"> <li>• Advice sought from Health professionals?</li> <li>• Moving and Handling Co-ordinator?</li> <li>• Parent/carer views</li> <li>• Pupil's views</li> <li>• How does child communicate?</li> <li>• Agree use of language to be used</li> <li>• Preferences for gender of carer</li> <li>• Training required for staff?</li> <li>• Awareness raising for all staff</li> <li>• Other</li> </ul>		
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<p><b>PE issues</b></p> <ul style="list-style-type: none"> <li>• Discreet clothing required?</li> <li>• Privacy for changing?</li> <li>• Other</li> </ul> <p>Specific advice for swimming</p> <ul style="list-style-type: none"> <li>• From parents/carers</li> <li>• From Health professionals</li> <li>• Moving and Handling Co-ordinator</li> </ul>		
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<p><b>Support</b></p> <p>Designated staff  Back-up staff  Training for back-up staff  Transport  School visits  After school clubs</p> <p>Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"> <li>• By whom</li> <li>• When</li> <li>• To be reviewed when</li> </ul>		
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## **Intimate Care Policy**

### **Appendix 4 - Permission form**

#### **Permission for school to provide intimate care**

Pupil's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

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.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care  
(if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the  
school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....



