



Intimate Care Policy

This policy was adopted: September 2022

This policy was last reviewed: May 2024

This policy will be reviewed: May 2025

Nottinghamshire County Council Aims to ensure that children and young people with impaired personal development have the same accesses to services as other children and young people. They aim to ensure children and young people's personal and intimate care needs are met. They work to ensure that service specific guidance is developed reflecting good working practices and procedures.

Statutory Basis:

- Management of Health and Safety at Work Act 1999
- Disability Discrimination Act 1995 2005
- Children's Act 2004
- Every Disabled Child Matters
- UN Convention on the Rights of the Child

Supporting Documents:

- Including Me, Council for Disabled children
- Managing Complex Health Care Needs
- Managing Medicines

This policy is supported and works in conjunction with up to date guidance from the Children, Families and Cultural Services department of Nottinghamshire County Council.

We understand intimate personal care includes "hands on physical care in personal hygiene, and physical presence or observation during such activities."

Intimate personal care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support and supervising intimate self-care that is required to meet the personal needs of a child regularly or as a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence for each child but on the occasions when children needs assistance, they must feel safe, have personal privacy, feel valued, and be treated with respect and dignity. Children should be involved and consulted about their own intimate care with school personnel who are specifically trained in intimate care procedures.

We will work closely with parents/carers and other professionals to ensure continuity of care for pupils.

We treat every child as an individual, as gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We have a duty of care to take full account of the religious views and cultural values attached to issues of intimate personal care with children. We will also use appropriate terminology for private parts agreed with parents, children and school personnel.

This policy identifies and outlines the roles and responsibilities of those involved in the procedures and arrangements connected to this policy.

Policy Aims:

- To safeguard the rights of children
- To ensure children and young people's personal and intimate care needs are met with dignity and their right to privacy.
- To ensure that children and young people with either a permanent or temporary disability have the same rights of access to services as their non-disabled peers.
- To safeguard school personnel trained in intimate care procedures
- To ensure compliance with other related legislation
- To work with other schools and the local authority or share good practice in order to improve this policy.

- To reassure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- To remove barriers to learning and participation, protect from discrimination and ensure inclusions for all children and young people within our setting.

The Governing Body

The Governing Body has:

- Appointed school personnel suitable trained in intimate care for children
- Delegated powers and responsibilities to the Head teacher to ensure all school personnel and stakeholders are aware of and comply with this policy, responsibility for ensuring the school complies with equalities legislation
- Nominated a designated Equalities Governor Ian Pearce to ensure the appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy
- Responsibility for ensuring funding is in place to support this policy
- Responsibility for ensuring this policy and all policies are maintained and updated regularly take effective use of relevant research and information to improve this policy
- Responsibility for ensuring all policies are made available to parents
- Responsibility for the effective implementation, monitoring and evaluation of the policy.

The head teacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy
- Have in place an agreement with parents which deals with the procedures for personal care in school
- Undertake risk assessments
- Ensure all stakeholders are aware of all risk assessments and safe systems of work
- Ensure school personnel who provide intimate care are fully trained to do so
- Ensure that all school personnel fulfil their duties to cooperate with the policy
- Ensure suitable hygiene changing facilities are in place and well maintained
- Ensure essential resources are in good supply
- Make use of relevant research and information to improve this policy
- Ensure new developments, resources and equipment are brought to the attention of the appropriate school personnel
- Monitor the effectiveness of this policy by speaking to pupils school personnel parents and governors
- Annually report to the governing body on the success and development of this policy

The Health and Safety representative Kate Miller will ensure that when dealing with personal care and continence issues, staff will follow agreed health and safety procedures to protect both the child and the member of staff. This will include:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet)
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.

Role of School personnel with responsibilities for Intimate care:

School personnel will receive training in

- Safeguarding and child protection
- Health and safety
- First aid, intimate care procedures
- Toilet training if relevant
- Training in moving and handling where applicable
- Feeding, oral care, washing, changing where applicable
- Comforting and support
- Supervising intimate care

They will be professional in their duties and respectful of a child's needs. They will preserve a child's dignity with a high level of privacy, choice and control appropriate to the child's age and situation. Staff will be aware of a child's chosen method and level of communication. They will make sure their practice is consistent. They will be aware of their own limitations. They will promote positive self-esteem and body image. They will follow school procedures to report any concerns about a child or the intimate care practices within school or of other colleagues. They will be aware of the danger of allegations being made against them and take precautions to avoid this risk. They will be aware of Intimate Care Plans and discuss arrangements with parents/carers annually or as needs change. They will work in partnership with parents and carers, keeping them up to date with their child's progress and behaviour within school.

Guidelines for Changing Children

- If possible, children should be changed standing up or by independently accessing the variable height changing table (hygiene suite) to avoid staff lifting children.
- Disposable gloves should be worn when changing nappies.
- If lying down, children should roll their legs to allow staff to access nappies – to reduce lifting.
- The child's skin should be cleaned with a disposable wipe (provided by parents/carers/guardians)
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents). They must not be shared. A wipe should be used to scoop cream from the pot to avoid contamination to the cream.
- The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag in the bin provided in the hygiene suite.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

This information will be displayed in changing areas.

Parents and Carers:

- Be aware of and comply with this policy
- Advise the school of any known intimate care needs relating to their child
- Be involved with the intimate care arrangements for their child on a regular basis

- Inform the school if their child has any marks or rashes
- Feedback to school on practices when asked
- Support the school Code of conduct and guidance necessary to ensure the smooth running of the school.

Rights of the child:

All children have the right to be treated in such a way that their experience of intimate care is a positive one. They have the right to be treated and supported by professionals suitable trained and assessed to be competent to undertake the intimate care procedures they require.

We will raise awareness of this policy via the school website, the staff handbook, meetings with parents, meetings with school personnel and in reports to the Governing Body.

Training

All school personnel

- Have equal chances of training, career development and promotion
- Receive training on inductions which specifically covers
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Health and Safety
 - Pastoral Care
 - Hygiene
 - Disposal of nappies and personal protection equipment
 - Inclusion
 - SEND
 - The Equality Act 2010 and its implications
 - Equal opportunities
- Receive periodic training to ensure they are kept up to date with new information.

This policy will be reviewed annually or when the need rises by the headteacher, SENCo and nominated governor.

Appendix 1

(Letter to parent(s) outlining policy/procedures and their consent to carry out 'intimate care')

Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines.

We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely,

Headteacher

I have read a copy of the School's 'Intimate Care Policy.'

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Signed: _____

Name: _____

Name of child: _____

Date: _____

Appendix 2

TOILET TRAINING/CHANGING RECORD

(To be completed after each 'intimate care' activity)

To be collated and stored in the school office at the end of each term.

Date	Time	Child	Adult	Comment
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