



## Intimate Care Policy

Date:	September 2024	
Last reviewed on:	September 2024	
Next review due by:	September 2025 (annual)	
Version:	Date:	Notes:
V2:0	September 2024	just dates
V 2:0	September 2023	Most of this policy is new to reflect current legislation. The appendix is similar to previous consent documents

# **Intimate Care Policy**

## **1 Aims:**

Sandcross School aims to work in partnership with families to encourage and support the inclusion of individual children. The Intimate Care Policy follows Surrey County Council guidance.

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded. Staff who provide intimate care will have a high awareness of child protection issues. Staff who work with children with special needs will be respectful of the child's needs.
- 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 children are taken into account
- 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
- Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

## **2 Legislation and statutory guidance**

This policy complies with [statutory safeguarding guidance](#).

## **3 Role of parents and carers**

### **3.1 seeking parental permission**

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

### **3.2 Creating an Intimate Care Plan**

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

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.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix for a blank template plan to see what this will cover.

### **3.3 Sharing information**

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

## **4 Role of staff**

### **4.1 Which staff will be responsible**

Any roles who may carry out intimate care will have this set out in their job description. This includes Early Years assistants and other school professionals.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

### **4.2 How staff will be trained**

Staff will receive:

Training in the specific types of intimate care they undertake

Regular safeguarding training

If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They 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.

## **5 Intimate Care Procedures**

### **5.1 How procedures will happen**

It is best practice from a health and safety and safeguarding perspective to have 2 members of staff present when intimate care procedures take place. If it is not possible, a second member of staff will be notified and in the vicinity of the care procedure.

Procedures will take place in the pupil toilets where possible but would be in the nearest accessible toilet if nappy changing was required.

When carrying out procedures, the school will provide staff with the relevant equipment including: protective gloves, protective aprons, cleaning supplies, changing mats and bins. These specific bins are collected by an external contractor once a week.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

### **5.2 Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding 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 the DSL.

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 school's safeguarding procedures.

## **6 Monitoring arrangements**

This policy will be reviewed by the Inclusion lead/ SENDCo. At every review, the policy will be approved by the governing board.

## **7 Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan

- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

**Forms attached:**

**Form 1 Written consent for Intimate Care**

**Form 2 Personal Care management check list**

**Form 3 Personal Care management plan**

**Form 4 Toileting plan**

**Form 5 Record of personal care intervention**

**Form 6 Agreement of Intimate Care Procedures for a child with complex needs**

**Form 7 Record of agencies involved**

**Form 1 Consent for Intimate Care delivered by staff at Sandcross Primary School**

I/we give consent for intimate care to be given to our

child ..... (name) when

the need arises.

**Signed**.....

**Date**.....

**Form 2 Personal Care Management Checklist**

(To inform the written personal care management plan)

**Child's Name**

<b>Facilities</b> <b>Suitable toilet identified?</b> <b>Adaptations required</b> <ul style="list-style-type: none"><li>● Changing mat with easy clean surface</li><li>● Electric rise and fall changing bed</li><li>● Electric hoist</li><li>● Manual hoist</li><li>● Grab rails</li><li>● Step</li><li>● Wheeled plastic toilet seat</li><li>● Plastic toilet seat</li><li>● Easy operate locks at suitable height</li><li>● Accessible locker / container for supplies</li><li>● Mirror at suitable height</li><li>● Hot and cold water lever taps</li><li>● Disposal unit</li><li>● bleeper/emergency help</li></ul>	<b>Discussed</b>	<b>Action</b>
<b>Supplies</b> <b>Provided by parent:</b> <ul style="list-style-type: none"><li>● Pads</li><li>● Catheters</li><li>● Wipes</li><li>● Spare clothes</li><li>● Others (specify)</li></ul> <ul style="list-style-type: none"><li>● <b>Provided by School:</b></li><li>● Toilet rolls</li><li>● Urine bottles</li><li>● Bowl/bucket</li><li>● Antiseptic cleanser, cloths, blue roll</li><li>● Antiseptic hand wash</li><li>● Milton/sterilising fluid</li><li>● Paper towels</li><li>● Soap</li><li>● Disposable gloves</li><li>● Disposable aprons</li><li>● Yellow sacks/disposal bags</li></ul>	<b>Discussed</b>	<b>Action</b>
<b>Staff training/communication:</b>	<b>Discussed</b>	<b>Action</b>

<ul style="list-style-type: none"> <li>● Advice sought form medical personnel</li> <li>● Manual handling adviser</li> <li>● Parental/carer involvement in the management plan</li> <li>● Child's involvement in the management plan</li> <li>● Parental/child's preference for gender of carer</li> <li>● Specific training for staff in personal care role</li> <li>● Awareness raising for all staff</li> </ul> <p>PE staff</p> <p><b>Other Children /pupils</b></p> <ul style="list-style-type: none"> <li>● Consult child, respect privacy</li> <li>● How does child communicate needs?</li> </ul>		
<p><b>PE issues to enable access to all activities:</b></p> <ul style="list-style-type: none"> <li>● Discreet clothing required</li> <li>● Privacy for changing</li> <li>● Specific advice required for swimming</li> <li>● Specialist nurse</li> <li>● Manual handling advisor</li> </ul>	<b>Discussed</b>	<b>Action</b>
<p><b>Support</b></p> <ul style="list-style-type: none"> <li>● Identified staff</li> <li>● Back up staff</li> <li>● Training for staff</li> <li>● Time plan for supporting Personal Care need</li> </ul>	<b>Discussed</b>	<b>Action</b>



**Form 3 Personal Care Management Plan**

(Developed from the Personal Care Management Checklist)

Child's Name	DOB	Condition
--------------	-----	-----------

Details of Assistance required:

Facilities and equipment, clarifying responsibility for provision of supplies

**Staffing**

Regular staff: Names (time plan attached)

Back Up Staff: Names

Training Needs: ( signed and dated records to be kept by individual staff and school (In First Aid/Intimate care/ health file)

Curriculum specific needs

Arrangements for trips/transport

Procedures for monitoring complaints: (Including notification of changing needs by any relevant party)

This current plan has been agreed by:

Name	Role	Signature	Date
------	------	-----------	------

Date for review:

# Form 4    Toileting Plan

<b>Child's Name</b> ***	<b>DOB</b> **	<b>Date agreed</b> ***
----------------------------	------------------	---------------------------

	Details	Action
<b>Working towards independence:</b> e.g. <ul style="list-style-type: none"> <li>• taking to the toilet at timed intervals,</li> <li>• rewards used</li> </ul> <hr/>		
<b>Arrangements for changing:</b> <ul style="list-style-type: none"> <li>• who</li> <li>• where</li> <li>• arrangements for privacy</li> </ul>		
<b>Level of assistance</b> <ul style="list-style-type: none"> <li>• undressing</li> <li>• dressing</li> <li>• hand washing</li> <li>• talking / signing to child</li> </ul>		
<b>Infection Control</b> <ul style="list-style-type: none"> <li>• disposable gloves</li> <li>• nappy disposal</li> </ul>		
<b>Sharing Information:</b> <ul style="list-style-type: none"> <li>• family customs / cultural practices</li> <li>• what to do if the child has nappy rash or any marks</li> </ul>		
<b>Resources needed:</b> <ul style="list-style-type: none"> <li>• special seat</li> <li>• nappies</li> <li>• pull-ups</li> <li>• creams</li> <li>• disposable sacks</li> </ul>		

<ul style="list-style-type: none"> <li>• change of clothes</li> <li>• toilet step</li> <li>• gloves</li> </ul>		
--	--	--

<b>Signed:</b> Parent Key member of staff:	<b>Review date:</b>
--	---------------------

## Form 5 Record of Personal Care Intervention

Child's Name:

[illegible]

## **Form 6 Agreement of Intimate Care Procedures for a child with complex needs**

The purpose of this agreement is to ensure that both parents/carers and professionals are in agreement with what care is given, who is providing the care and that appropriate training is given. Teaching of the care procedure may be carried out by the parent/carer or by the professional experienced in that procedure.

When the parent/carer and/or professional are agreed the procedure has been learned and the staff carer feels comfortable with, and competent to administer that procedure this record should be signed by the parties. One copy should be given to the staff carer, one retained in the staff carer's personnel file and one filed in the child's medical health record.

**Child's Name:**

**Procedure**

**Staff carer's name:**

**Date**

-----

**Parent /Carer and /or professional**

**I have taught the above procedure to the named staff carer and have assessed her/him as able to perform the care as instructed.**

**Signed**

**Date**

**Designation**

**Autumn term date reviewed**

**Spring term date reviewed**

**Summer term date reviewed**

**Form 7 Record of agencies involved:**

Child's name:

DOB:

Name / Role	Contact address/phone/email
Parent/carer	
GP	
School nurse/health visitor	
Continence advisor	
Home care team (Community Paediatric nurse)	
Physiotherapist	
Occupational therapist	
Hospital consultant	
Physical and Sensory Support Service	
Educational Psychologist	
Case Officer	
Social Worker	