



Pendle Education Trust

Casterton Primary Academy



Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Intimate Care Policy
Senior Manager Responsible:	Raz Taj
Approval:	Nov 2023
Review date:	Dec 2025



Rationale

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of children involved in intimate self-care.

The Local Governing Committee 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 day-to-day activities must not be discriminated against.

Article 23 of the UNCRC: Children who have any kind of disability should have special care and support, so that they can lead full and independent lives.

Casterton Primary Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties, in a professional manner, at all times. It is acknowledged that these adults are in a position of great trust.

Casterton Primary Academy recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity are of paramount importance. No child should be attended to in a way that causes distress or pain.

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

Best Practice

Staff who provide intimate care at Casterton Primary Academy are trained in child protection and are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate.

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.

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

Article 12 of the UNCRC. Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.

All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as possible.

Children who require regular assistance with intimate care have written Individual Education Plans (IEP) or care plans agreed by staff, parents/carers (see appendix 1) and any other professionals actively involved,



such as school nurses or physiotherapists. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer, in line with the school's Medical Needs policy. Any historical concerns (such as past abuse) should be noted and taken into account.

Where a care plan or IEP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg: has soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter.

Every child's right to privacy will be respected.

Article 16 of the UNCRC: Children have a right to privacy.

Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level.

It is not always practical for two members of staff to assist with an intimate procedure and also, this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should care for a child of the same gender. However, in some circumstances this principle may need to be waived; for example, female staff supporting boys in a school when no male staff are available. Male members of staff should not normally provide routine intimate care (such as toileting, changing or bathing) for adolescent girls. This is safe working practice to protect children and to protect staff from allegations of abuse.

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

Article 30 of the UNCRC: Children have a right to learn and use the language and customs of their families, whether these are shared by the majority of people in the country or not.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

If necessary, advice should be taken from the local council regarding disposal of large amounts of waste products.

Children Wearing Nappies

The parent should provide nappies and wipes, and should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

- Staff members will have access to PPE (face mask, gloves and an apron) for use during intimate care



- Nappy/soiled underwear changing is undertaken in the appointed toilet on the changing mat
- Parents/carers are informed of all nappy changes/soiling accidents
- A new set of gloves, apron and mask to be worn for every nappy/soiled underwear changing
- The changing mat must be cleaned using anti-bacterial cleaner prior to any changing
- Child to be placed on a mat during a nappy/underwear change unless they are able to stand and assist
- Soiled nappies to be placed into a nappy bin which is specifically designated for the disposal of such waste (located in the disabled toilet or EYFS toilet)
- Any soiled clothes to be sent home in separate bag
- All cleaning wipes to be placed in nappy bin
- Both staff member and the child must wash their hands before returning to class
- Changing area/mat should be thoroughly cleaned using anti-bacterial spray and cleaning cloths

Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required, girls will be provided with sanitary towels and treated sensitively.

Changing Clothes

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. When changing for physical activity pupils will be supervised.

Child Protection

The Local Governing Committee and staff at Casterton Primary Academy recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse.

The school's child protection policy will be accessible to staff and adhered to at all times.

From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely but at Casterton Primary Academy, best practice will be promoted and all adults will be encouraged to be vigilant at all times.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc s/he will immediately report concerns to the Principal or 'Designated Safeguarding Lead'. A clear written record of the concern will be noted using CPOMs.

If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Principal. The matter will be investigated at an appropriate level



(usually the Principal) and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against an adult working at the school, this will be investigated in accordance with the academy's 'procedures for dealing with allegations of abuse against staff', as outlines in the document with the same title.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Principal or to the Local Governing Committee if the concern is about the Principal.

Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP or care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then this will be under the guidance of the physiotherapist.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

Adults (other than the physiotherapist) carrying out physiotherapy exercises with pupils should be employees of the school.

Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Medical Procedures

Any members of staff who administer first aid should be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

Massage

Massage is now commonly used with children who have complex needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation. Staff at Casterton Primary Academy may be involved in delivering aspects of programmes devised by therapists.

It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and children and after relevant training.



Out of School Trips and Clubs

Employees should take particular care when supervising pupils on trips or a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring the behaviour of pupils on trips or after school activities etc.

Record Keeping

It is good practice for a written record to be kept in an agreed format every time a child has physiotherapy or requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present.

These records will be available to parents/carers on request.

Permission for school to provide intimate care.

An Intimate Care Plan will be written stating the pupil's condition, what support is needed, the role of the staff and parents and what to do if help is needed. This plan will be written with the parents' input and once agreed, signed by the parent. This will be reviewed annually or amended as and when required. Parents will always be notified prior to any changes.

