

Bill Quay Primary School



Policy for Intimate Care

September 2018-2021

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Definition of Intimate Care

Intimate care is any care which involves changing, washing, touching or carrying out any other procedure to intimate personal areas. In most cases this will be to do with personal hygiene and the cleaning of equipment as part of a member of staff's duty of care towards a child.

Rationale

Bill Quay Primary 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. We recognise that all children have the right to be treated with respect and this is especially so where intimate care is given so that no child should be attended to in a way that causes them distress, embarrassment or pain.

Given the nature of the school population at Bill Quay Primary School, intimate care will only need to be provided on an occasional basis and usually to the youngest children e.g. when a child has wet or soiled themselves. Any child requiring or likely to require intimate care on a more regular basis e.g. as a result of a special need or long term illness, will have a Personal Care Management Plan which will outline the procedures to be followed.

Aims

- To ensure that children requiring intimate care receive such care in a timely and respectful manner, and in a way that enables them to feel safe and secure.
- To ensure that children are treated as individuals and in such a way that protects their privacy and dignity.
- To permit and promote the greatest level of self-care and independence for each child.
- To ensure that staff providing intimate care have the necessary guidance and support to enable them to carry out their responsibilities effectively.
- To ensure that parents / carers are clear about the school's approach, and have confidence that the school will act in the child's best interests.
- To fulfil the school's obligations under the Disability Discrimination Act (DDA) 2005. This means that we are committed to ensuring equality of education

and opportunity for disabled pupils. We aim to develop a culture of inclusion and diversity to enable disabled pupils to participate fully in school life, and will ensure that our policy and procedures for intimate care support the achievement of our aims in relation to disabled pupils. (See the school's Disability Equality Scheme for further details).

Our Approach to Intimate Care

Children's dignity and respect will be reserved with a high level of privacy, choice and control given to them. Staff who provide intimate care will have a high regard for safeguarding procedures and will work in partnership with parents and other professionals working with the child.

Staff providing intimate care will be fully trained to do so including up to date safeguarding and where appropriate moving and handling training. Suitable equipment will be provided to assist children who need special arrangements following assessments by medical professionals.

All children will be supported to achieve the highest level of autonomy that is possible given their age, ability and responsibility. Staff will encourage children to do as much for themselves as is possible.

Intimate care arrangements should be discussed and reviewed by parents on a regular basis and individual plans agreed. These discussions may also involve the school nurse or health visitor who may be asked for advice and support. The needs and wishes of the children will be taken account of where possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Gateshead Council's Child Protection and Safeguarding procedures must be adhered to at all times. Where a member of staff goes to change a child, it is recommended that the adult who is changing the child informs another member of staff that they are going to do so.

School Related Policies

This policy should be read in association with the following policies:

- Admissions
- Child protection
- Health and Safety
- SEN and Inclusion Policy
- Equal Opportunities

Health and Safety

Where there is a planned change or when a child accidentally wets or soils him/herself, the following will be adhered to:

- Staff will wear fresh disposable gloves
- Soiled materials will be securely wrapped and disposed of
- The changing area will be wiped down and left clean ready for the next occasion
- Only designated changing areas will be used (KS1 toilets and adult disabled toilet).
- Hot water and soap will be available to wash hands as soon as the changing is done
- Any soiled garments will be wrapped and sent home for cleaning

Monitoring Arrangements

This policy will be reviewed September 2021.

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Agreement between child and support staff for intimate care.

Child's name _____

Name of support staff involved _____

Date _____

Review date _____

Support Staff

As the personal assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you in the toilet. I will avoid all unnecessary delays.
- When you use our agreed emergency signal or send a message, I will stop what I am doing and come and help you.
- I will treat you with respect and ensure your privacy and dignity at all times.
- I will ask your permission before touching you or your clothing.
- I will check you are as comfortable as possible both physically and emotionally.
- If I am working with a colleague, we will ensure we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your toilet management plan.

As the young person who requires help in the toilet you can expect me to do the following:

- I will try to let you know a few minutes in advance that I am going to need the toilet so that you can make yourself available and prepared to help me.
- I will try to use the toilet at break or other agreed times.
- I will agree with you an emergency signal and only use it in a real emergency.
- **I will tell you if I want you to stay in the room or stay in the toilet with youme.**
- I will tell you straightaway if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

Signed _____ Young Person

Signed _____ Member of Staff

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Intimate Care Management Plan

Name _____

Support Staff Involved _____

Date _____

Review Date _____

Area of Need	
Equipment Required	
Location of Changing Area	
Support Required	Frequency of Support

Working towards independence

Child will try to	Staff will	Target achieved

Signed _____

Signed _____

