



## **Barnby Dun Primary Academy**

### **Intimate Care Policy**

Barnby Dun 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.

We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

#### **Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (such as cleaning up after a child has soiled him/herself). This may happen if any child has an unexpected/occasional toileting 'accident' or it may be a frequent occurrence for pupils who have specific medical needs, as outlined in a personal care plan. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process, as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

#### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements. 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.

The child 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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing or wiping themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected.

Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult, though another adult may be a 'nearby presence'. Wherever possible, staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, if no male staff are available. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's 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.

## **The Protection of Children**

School Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of ability, development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation ,e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection – Claire Robinson, Carly May, Rebecca Pearson or SENCO /Inclusion Manager.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into 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 i.e School Nurse, Contenance Team and The Integrated Family Support Service.

C.Robinson/ D.Pedder April 2016

This policy will be reviewed: April 2017, or earlier in response to any change in Local/National advice/guidelines

**APPENDIX 1**

**RECORD OF AGENCIES INVOLVED**

Child's Name.....

DOB.....

Role	Name
Parent/Carer	
School Nurse/Health visitor	
Continence Advisor	
Physiotherapist	
Occupational Therapist	
Hospital Consultant	
Hospital School Service	
Physical/Sensory Service	
GP	
EP	
Social Worker	



**APPENDIX 3**

**Working towards independence record**

Child's Name..... DOB.....	
Name of Support Staff involved.....	
I can already	
I will try to	
Review date.....	
Parents/Carer..... Assistant ..... Inclusion manager .....	

**APPENDIX 4**

**TOILET MANAGEMENT PLAN**

Child's Name..... DOB.....	
Name of Staff involved.....	
Support required:	
Equipment required:	
Location of suitable toilet facilities:	
Frequency of support:	

**APPENDIX 5**

**AGREEMENT BETWEEN CHILD AND PERSONAL ASSISTANT**

Child's Name.....

DOB.....

Personal Assistant's  
Name.....

**Personal Assistant**

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, as soon as you ask me. I will avoid all unnecessary delays.

When you use our agreed emergency signal, I will stop what I am doing and come and help.

I will treat you with respect and ensure privacy and dignity at all times.

I will ask permission before touching you or your clothing.

I will check that you are as comfortable as possible, both physically and emotionally.

If I am working with a colleague to help you, I will ensure that 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.

**Child**

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

I will try, whenever possible 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 be prepared to help me.

I will try to use the toilet at break time or at the agreed times.

I will only use the agreed emergency signal for real emergencies.

I will tell you if I want you to stay in the room or stay with me in the toilet.

I will tell you straight away 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.

We will review this agreement on.....

Child (if appropriate).....

Personal Assistant.....

Date.....

## APPENDIX 6

### PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical condition/change my child may have which affects issues of intimate care.

I agree to liaise with the Inclusion manager/class teacher to develop an appropriate care plan, which will be reviewed on an ongoing basis.

Name.....

Signature.....

Relationship to child.....

Date.....