

Intimate Care Policy

Contents

1.0	Statement policy	3
2.0	Scope and purpose	3
3.0	Definitions	3
4.0	Roles and responsibilities	4
5.0	Procedures	4
Appendix: Intimate care plan		6



Policy statement

1.1 Dixons Academies Trust takes seriously its 'duty to safeguard and promote the welfare of pupils at the school' (Children Act 1989 and Education Act 2004), and its duties and responsibilities to ensure that any child with an impairment that affects their ability to carry out normal day-to-day activities must not be discriminated against (Equality Act 2010). All students at our academies have a right to be safe and treated with dignity and respect at all times, and this includes having access to clean, well-stocked and safe toileting provision that meets their individual needs.

1.2 This policy sets out clear guidelines on supporting intimate care with specific reference to toileting. This policy should be read in conjunction with other DAT policies including:

- Child Protection and Safeguarding Policy
- Health and Safety policy
- Professional Conduct policy
- Special Educational Needs and Disabilities policy

This policy has due regard to relevant legislation and guidance, in:

- Keeping Children Safe in Education
- The Statutory Framework for the Early Years Foundation Stage (2017)
- The Children and Families Act (2014)
- The Education Act (2011)
- The Equality Act (2010)
- Health Act (2006)

2.0 Scope and purpose

2.1 The aims of this policy and associated guidance are:

- to provide guidance and reassurance to staff
- to safeguard the dignity, rights and wellbeing of children and young people
- to enable all staff to be aware of and deal sensitively with, the need for assistance with intimate care
- to ensure all staff understand that safeguarding is everyone's responsibility

Dixons Academies Trust will ensure that:

- no child with a named condition that affects personal development will be discriminated against
- no child who is delayed in achieving continence will be refused admission
- no child will be sent home or have to wait for their parents / carer due to incontinence
- adjustments will be made for any child who has delayed continence

3.0 Definitions

3.1 In relation to toileting, 'intimate care' is any task that involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves. Intimate care will involve direct or indirect contact to an intimate personal area.

3.2 In relation to toileting, 'personal care' is when an adult is required to be present or support with dressing or undressing or an adult is required to support a student to get on / off a toilet or use toileting equipment. NB - if physical support is being provided, a Physical Handling Plan (Care and Control Policy) should be in place.

3.3 There are many reasons why a student may be unable to meet their intimate or personal care needs independently, for example a special educational need or disability (SEND) or medical condition, and the extent and nature of the intimate care to be provided should be agreed between academy staff, parents / carers, specialist professionals e.g. continence nurse or SEND specialist service team, and the child or young person themselves.

3.4 For our youngest children, it may be that they are attending nursery or have reached statutory school age but have not yet reached the developmental milestone of continence. This policy also applies to these cases and so an Intimate Care Plan, agreed with parents / carers, should be in place.



- 3.5 An Intimate Care Plan (Appendix 1) should be in place for every student for whom intimate care is taking place. It is also recommended that an Intimate Care Plan is completed for any student for whom regular personal care is required, although it is acknowledged that this can take a range of forms and so should be discussed with parent / carer and the academy should record the decision and rationale on CPOMS.
- 3.6 If, at any point and for any age, there is a safeguarding or new developmental concern relating to a student's ability to be independent with their personal care, the concern should be passed on to the relevant staff member (SENCO or Designated Safeguarding Lead) immediately.

4.0 Roles and responsibilities

4.1 The Trust Board and Local Academy Boards will:

- Ensure there are appropriate toileting facilities to meet the needs of all learners, including those with intimate care needs
- Ensure that sufficient staff are trained to meet the needs of all students

4.2 The Academy will:

- Work in partnership with parents / carers to provide care appropriate to the needs of the individual child and collaboratively produce an intimate care plan that meets those needs
- Work in partnership with parents / carers staff to regularly review the plan and routine
- Obtain permission from parents / carers prior to intimate care procedures being carried out (by phone if no plan is in place due to unforeseen circumstance)
- Only in an emergency, undertake intimate care that has not been agreed with parents / carers
- Ensure that the staff and facilities are available to meet the toileting needs of students
- Ensure that staff providing intimate or personal care to students have had safeguarding training and any other relevant training
- Ensure that staff providing intimate or personal care to students have been subject to enhance safeguarding checks
- Provide hand washing facilities, appropriate waste disposal and personal protective equipment (PPE)
- Keep a record of all intimate care that takes place

4.3 Parents / carers will:

- Work in partnership with academy staff to ensure their child's needs are understood and there is an appropriate plan in place to meet those needs
- Work in partnership with academy staff to regularly review the plan and routine
- share information regarding:
 - what care is required
 - what the child can do for themselves
 - how many staff are needed and what training they will need
 - additional equipment required
 - child's preferred means of communication
 - terminology to be used to describe parts of the body and bodily functions
 - any relevant cultural or religious information
 - any additional considerations relating to trips away from the academy
- Provide the following:
 - Incontinence pads (nappies, pull-ups etc.)
 - wipes, creams, disposal sacks etc.
 - spare clothing and underwear
 - any other equipment or resources agreed in the care plan

5.0 Procedures

5.1 Best practice

- Intimate and personal care will be managed with the utmost professionalism, planning and recording (for intimate care), collaboration, appropriately trained and DBS checked staff, and regular review
- All intimate or personal care will be provided with care and a focus on the child's opportunities for independence; all children have a right to be treated with dignity and respect



- Staff providing intimate or personal care will communicate each stage to the child, in accordance with their communication needs and preferences, encourage independence where appropriate, and offer praise and encouragement when the child has achievements in relation to their independence
- Staff providing intimate care will do so in accordance with the intimate care plan at all times
- Intimate and personal care will be provided by staff who have indicated that they are happy to do so
- The preferences of parents / carers and children will be paramount, within the constraints of staffing and equal opportunities legislation

5.2 Safeguarding

- The Trust recognises that children with special educational needs and / or disabilities are particularly vulnerable to all forms of abuse
- All staff are trained to recognise the signs of child abuse and what to do if they are concerned a child may be being abused
- If a member of staff is concerned, they will follow their academy's safeguarding procedures and report to the Designated Safeguarding Lead, who will then escalate as required
- Should a child become unhappy about being cared for by a particular member of staff, the Designated Safeguarding Lead will be informed and look into the situation, recording any findings and keeping parents / carers informed at all stages, with action being agreed and taken as necessary (including seeking advice from other agencies if needed)
- If a child makes an allegation against a member of staff, the Trust 'Dealing with allegations of abuse and concerns against staff' policy will be followed

7.3 Intimate and personal care emergencies

- There may be incidences where a child requires personal or intimate care where no plan has been put in place
- In these situations, every effort must be made to contact parents / carers to obtain consent, but this must not be at the expense of the child's dignity, health and wellbeing
- An appropriate level of care should be provided in a timely manner, agreed between at least two members of senior staff, and following the following principles:
 - the child's dignity, health and wellbeing are paramount
 - communicate with the child, in a way that is appropriate to their developmental stage, what is happening and why
 - maximise on the child's opportunities to be independent and private i.e. provide the least amount of intimate care required to meet the child's needs
 - the child should be offered reassurance throughout
 - care should only be provided by staff who having indicated that they are willing and are DBS checked Incidences of unplanned personal or intimate care should always be recorded
 - Parents / carers should be informed at the first available opportunity
 - Ongoing care needs should be considered, discussed and planned for where appropriate

7.4 Dealing with body fluids

- Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home (staff will not rinse it). Children will be kept away from the affected area until the incident has been completely dealt with.
- All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.
- This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.



Intimate Care Policy Appendix 1:

Intimate Care Plan

Details:

Student name: Enter here	Class: Enter here	Year: Enter here	
Plan date: Enter here	Written by: Enter here		
EHCP: <input type="checkbox"/>	EHCP Referral: <input type="checkbox"/>	SENK: <input type="checkbox"/>	Need type: Enter here

Communication needs and agreed terminology:

Enter here

Equipment and resources (inc. who will provide it, training requirements, maintenance etc.):

Enter here

Frequency and timings (inc. if there are trigger points that cannot be scheduled):

Enter here

Agreed authorised staff (inc. agreed plan for if those staff are not available):

Enter here

Detailed description of care needs (inc. step by step instructions, who will do what etc.):

Enter here

Targets and strategies to develop independence (only if appropriate):

Enter here

Signatures:

Staff member:	PRINT NAME	SIGN NAME	Date: Enter here
Parent / carer:	PRINT NAME	SIGN NAME	Date: Enter here
Student (if appropriate):	PRINT NAME	SIGN NAME	Date: Enter here

