

St James' Church of England Junior School

Developing the love of life and learning in a caring
Christian community



Intimate Care Policy 2023-24

Reviewed by: Emma Faulkner
Agreed by FGB: 24th October 2023
Review Cycle: Annually
Next Review due: October 2024

KEY PRINCIPLES

This policy is determined by the vision of St James Church of England Junior School: “Developing the love of Learning and Life in a Christian Community”. All members of the school community are nurtured through living out the schools Christian values in daily life. The values Respect, Perseverance and Courage underpin this policy.

St. James C of E Junior School welcomes all students. We take safeguarding very seriously and all of our policies are developed with a high priority on children’s safety and in light of safeguarding policy. This policy is to be read in conjunction with the school’s statutory policies:

- **Child Protection and Safeguarding**
- **Health and safety**
- **Equality**
- **SEND**
- **Behaviour**

Statutory information & documents; DfE / Ofsted guidance

- **Equality Act 2010**
- **KCSIE 2023**
- **Childrens and families Act 2014**

Introduction

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
- 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. Definitions

2.1 Intimate personal care is hands-on physical care in personal hygiene, and/or physical presence or observation during such activities. It includes:

Body bathing other than to arms, face and legs below the knee.

Toileting, wiping and care in the genital and anal areas.

Continence care.

Placement, removal and changing of incontinence pads.

Menstrual hygiene.

Dressing and undressing.

2.2 Clinical tasks

This care falls into three main categories:

(1) Acceptable care tasks i.e. tasks which just require additional training e.g. catheter and stoma care; gastrotube feeding, Insulin monitoring and injections.

Negotiable care tasks which include:

(2) Complex care e.g. application of splints or care of gastrostomy (but not replacing mickey button)

Treatments e.g. assisting with the administration of oxygen

(3) Emergency care procedures e.g. anaphylactic pens

Aims and Objectives

St James' C of E Junior School 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 or pain.

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.

Any child with intimate care needs 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 s/he can. This may mean, for example, giving the child responsibility for washing 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, although, for safeguarding reasons, there will usually be two adults involved in administering intimate care.

Unless specified, the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

Intimate care arrangements will be discussed with parents 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.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be investigated, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed in accordance with the whistle-blowing policy.

Health & Safety Guidance

Staff should always wear an apron and gloves when dealing with a child who is soiled. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste. Parents should supply wipes and disposable nappy sacks for their child.

COVID-19: PPE should be worn by staff when working in close contact with pupils. Pupils should also be encouraged to wear a face mask during intimate care.

Special Educational and/or Additional Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny. All episodes of administering personal care should be recorded on CPOMS.

The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues

should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

Extra caution may be needed where a child has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse. Many such children are needy and seek out inappropriate physical contact. In such circumstances staff should deter the child, seek witnesses and document and report the incident.

Intimate Care Plan.

An Intimate Care Plan (Appendix A) will be completed in discussion with parents, Child and any relevant agencies which are involved with the child and will be reviewed at least annually.

Intimate Care Plan

Confidential

Name		Setting	
Date of birth		Year Group	
Date of plan		Date of Review	

This plan has been agreed by:

Name	Role	Signature	Date
	Child/Young Person (CYP)		
	Parent/carer		

CYP'S NEEDS			
Diagnosis			
Continence needs			
Level of Support			
Other Needs	<p>Individual Equipment/resources:</p> <p><u>Posture/mobility</u></p> <p>Splints <input type="checkbox"/> Body brace/jacket <input type="checkbox"/> Standing Frame <input type="checkbox"/></p> <p>Sticks/crutches <input type="checkbox"/> Walker <input type="checkbox"/> Gait Trainer <input type="checkbox"/></p> <p>Manual/Electric Wheelchair <input type="checkbox"/> Other _____</p> <p><u>Manual Handling</u></p> <p>Hoist <input type="checkbox"/> Sling <input type="checkbox"/> Handling belt <input type="checkbox"/></p> <p>Sliding sheet <input type="checkbox"/> Sliding board <input type="checkbox"/> Other _____</p> <p><u>Continence</u></p> <p>Stoma Bag <input type="checkbox"/> Catheter <input type="checkbox"/> Pads/products <input type="checkbox"/></p> <p>Other _____</p> <p>Additional Needs: (e.g. sensory, other medical)</p>		
Other professionals involved (Form 1)	Yes/No	School support links to Intimate Care Plan	Yes/No

NEEDS IN SCHOOL

Where will intimate care take place in school?

Access Toilet (provide details, e.g. location)

Other

What equipment does the CYP need?
(See form 3 for detailed checklist)

Who provides this?

School (highlight as appropriate)

Plastic aprons PPE	Latex-free gloves	Disposal system	Secure storage
Hand-washing facility with anti-bacterial liquid soap & paper towels/hand dryer		Accessible toilet, e.g. hand rails, step, etc	Home/school communication book

Pupil/Family (highlight as appropriate)

Pads	Wipes	Spare clothes & pants	Catheter/ equipment	Stoma bag
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What adult assistance is needed?

Where will records be kept?

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When will the toileting take place? (Use Form 2 for exceptions)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Beginning of day					
Morning Break					
Lunchtime					
Afternoon Break					
End of day					
How will the process be monitored & how regularly?					
E.g. School support meetings/reviews Record chart Liaison with parents/carers					
What does the CYP need to do?					
Who will support the CYP? When?					
Regular	1.	Backup1.			
	2.	2.			
Staff training received	Yes/no	Staff training received		Yes/no	
		N.B. Need at least monthly experience of technique			
Additional things to think about (e.g. reward system, time prompts, personalising toilet space)					

Other issues to consider (e.g. anxiety, self-esteem, dignity, time out from learning, developing independence)

 **Data Protection Act** - This information is being collected for the purpose of determining the educational needs of the named pupil, but may also be shared with other relevant professionals such as teachers, health and social workers etc, to inform their work.

The information collected may also be used for the wider purpose of providing statistical data used to assist with Monitoring provision and/or determining areas of need in order to target future resources. For further information please contact Advisory Teaching Service Tel: 01452 426955

Form 1

Name/Role	Contact address/phone/e-mail
Parent/carer	
School Nurse	
Continence Specialist Nurse	
Physiotherapist	
Occupational Therapist	
Hospital Consultant	
Hospital Consultant	
Hospital Consultant	
Hospital Education Service	
Advisory Teaching Service	
GP	

Form 3

PERSONAL CARE FACILITIES & RESOURCES CHECKLIST
(to inform the Intimate Care Plan)

Facilities	Discussed	Action
TOILETING		
Suitable toilet(s) identified?		
Adaptations required?, e.g. seating system, grab rails		
Changing mat/table (easy clean surface)		
Easy to operate locks at suitable height		
Accessible/secure locker for supplies		
Mirror at suitable height		
Hot and cold water, lever taps		
Disposal unit		
Moving and Handling equipment		
Beeper/emergency help/pull cord working?		
PUPIL/FAMILY PROVIDED SUPPLIES		
Pads		
Catheters/equipment		
Wipes		
Spare clothes		
Others (specify)		
SCHOOL PROVIDED SUPPLIES		
Toilet rolls		
Urine bottles		

Facilities	Discussed	Action
Antiseptic cleanser, cloths and blue roll		
Anti-bacterial liquid soap		
Paper towels/hand dryer		
Disposable gloves/aprons		
Disposal system		
STAFF TRAINING/COMMUNICATION		
Advice sought from medical personnel?		
Specific training for staff in personal care role		
Awareness raising for all staff		
Curriculum specific issues		
Other CYP awareness		
Passcard system?		
PE ISSUES		
Discreet clothing required?		
Privacy for changing?		
Time for supporting personal care need		