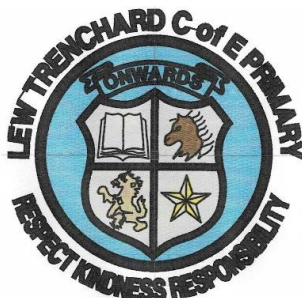


# An Daras Multi Academy Trust



## Lew Trenchard C of E School

### Intimate Care Policy

The An Daras Multi Academy Trust (ADMAT) Company  
 An Exempt Charity Limited by Guarantee  
 Company Number/08156955

<b>Status: Approved</b>	
Recommended	
Version	v1.2
Statutory	Yes
Adopted v1.1	<b>Summer 2020</b>
Review v1.1	<b>Summer 2023</b>
Advisory Committee	LGAB/School Improvement and Strategic Development Committee
Linked Documents and Policies	Safeguarding policy Child Protection policy SEND Policy Local Offer SEN Information Report Access to Education for Pupils with Medical Needs (To be read in conjunction with 'Guidance for Safer Working Practice for Adults Who Work With Children and Young People in Education Settings' DCSF May 2009)



## An Daras Multi-Academy Trust

### Low Trenchard C of E School

#### Intimate Care Policy

##### Rationale

Intimate care is any care which involves washing or touching intimate personal areas. In most cases such care will involve cleaning for hygienic purposes as part of a staff member's duty of care.

Intimate care is a sensitive issue and will require staff to be respectful of the child's needs which is carried out with sensitivity and discretion, preserving the pupil's dignity at all times. There must always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents / carers to provide continuity of care to pupils wherever possible e.g. toileting programmes.

Parents and pupils (where possible) are consulted regarding the normal routines that are followed, and an Intimate Care Plan agreed and signed by the parents and the school, which is reviewed annually or as needed. Pupils at Low Trenchard will require different levels of care according to their needs.

##### Child Protection

- The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.
- The school's child protection procedures will be adhered to.
- 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 pupil's body. At Low Trenchard C of E School, best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.
- If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc they will immediately report concerns to the Designated Person for Child Protection or a member of the SLT.
- In line with Child Protection Guidelines, any child who is distressed or unhappy about being cared for by a particular member of staff will have the matter looked into and the outcomes recorded. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

##### Aims

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all pupils that complies with their wishes.
- To ensure all adults providing intimate care are aware of pupil's individual needs and routines.
- To ensure all adults providing intimate care are protected by the knowledge that the

- parents and or pupil's views have been sought.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.
- To provide the appropriate guidance / information / training for staff regarding the manual handling of pupils when intimate care is required.

### **Guidelines**

- A pupil's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, sensitivity and in an unhurried manner, appropriate to individual needs.
- Appropriately trained or knowledgeable carers should deliver the intimate care required.
- The carers should use an appropriate environment to deliver intimate care to meet the pupil's needs.
- Wherever possible pupils should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this.
- Any special requirements or concerns relating to intimate care should be identified, documented and closely followed by staff.
- Staff should use personal protective equipment e.g. gloves and aprons (provided by the school), to protect themselves and their clothing for all personal care activities and any materials used should be disposed of in the appropriate waste bins.
- Informed consent for a member of Lew Trenchard school staff to deliver intimate care

to be obtained from the pupil (where possible, dependent on their cognitive ability) and/or the parent/carer.

- The care to be delivered should be explained to the pupil in a manner appropriate to their age and level of understanding
- The carer should respond as soon as possible to meet the pupil's needs with regard to personal hygiene.
- Due regard must be paid to the pupils with HIV / AIDS & Hepatitis.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care, and appropriate materials should be available and stored correctly where appropriate
- The carer should document any adverse or unusual reactions exhibited by the child during any intimate care procedures. These concerns should be reported to the class teacher as appropriate; the delivery of further intimate care should be re-assessed if necessary.
- Should the carer have cause for concern regarding child protection issues, the Child Protection Policy procedure must be followed.
- Discussion with the Occupational Therapist for appropriate toileting aids to ensure safety and independence where necessary.
- All intimate care must be carried out with due regard to the child's care plan and in such a way that the carers remain safe.

### **Physiotherapy**

- Pupils who require physiotherapy whilst at school should have this carried out under guidance from a trained therapist. If it is agreed in the care plan that a member of

the school staff should undertake part of the exercise regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.

- The physiotherapist should observe the member of staff applying the technique.
- Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
- Any concerns about the regime or any failure in equipment should be reported to the physiotherapist

### **Medical Procedures**

- Pupils who are disabled might require assistance with invasive or non-invasive medical procedures such as managing catheters or colostomy bags or administering tube feeds. These procedures will be discussed with parents / carers, documented in the health care plan & will only be carried out by staff who have been trained to do so, by the relevant professionals.
- It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.
- Any members of staff who administer first aid should be appropriately trained in accordance with LA guidance.
- 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 commonly used with pupils who have complex needs and / or medical needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation.
- It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands and feet in order to safeguard the interest of both adults and pupils.
- Any adult undertaking massage for pupils must demonstrate an appropriate level of competence.
- Care plans should include specific information for those supporting children with bespoke medical needs.

### **Nappy/pull-up changing**

New parents will be asked to sign an Intimate Care Plan following discussion and agreement with the class teacher. The form will specify that they are responsible for providing nappies / pull-ups, disposal sacks and wipes. The school will provide disposable gloves, aprons and waste bin. Staff must wear an apron and gloves when dealing with a child and the changing area will be wiped down with a bacterial spray afterwards.

### **Other relevant policies**

The following policies need to be born in mind when reading this policy:

- Safeguarding policy
- Child Protection policy
- SEND Policy, Local Offer and SEN Information Report
- Access to Education for Pupils with Medical Needs



**Guidelines for Good practice (with Covid-19 considerations)**

- Clothing required for changing is as per normal and supports good practice. However, due to Covid-19, there may be added use of PPE at this time.
  - Gloves
  - Apron
  - Mask
  - Visor
  
- Cleanliness stations within each classroom with tissues, handwashing pump and bin. We also:
  - Ensure children dry hands thoroughly
  - Ensure the (lidded) bin is emptied regularly to ensure no cross contamination can take place
  
- Staff model sneezing or coughing into their elbow, as per government recommendation. Model where to place tissues when used and to wash hands directly afterwards.
- Display photos within washrooms to show the sequence of washing hands with staff modelling good practice.
- When changing children that have soiled we ask a child to lay down on a changing mat or changing station rather than attempt to change standing up, this ensures the staff member is not face to face with the child and avoids passing on any potential infection.
- Wherever possible, two members of staff will be in the vicinity when a child needs intimate care e.g. the second staff member could be in the adjacent room with the adjoining door open.

This policy will be shared with all staff and be available on the school website.

**Review timetable**

Policy first agreed – **Summer 2020**

Review –**Summer 2023**

Signed..... Chair LGAB

Signed..... Head of School

Signed..... Executive Head Teacher

Date.....



# Low Trenchard C of E School

Cross Roads, Lewdown, Okehampton EX20 4DP  
Tel: 01566 783273

## Permission form for intimate care

Dear Parent/ carer,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Low Trenchard School has an Intimate Care Policy which is available to view on our website.

Please fill out the permission slip below stating your preference.

Child..... Class.....

### Please tick as appropriate

- I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Low Trenchard School.
- I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer..... Date.....

Named staff members (print and sign name):

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