



GUIDELINES FOR STAFF WHO PROVIDE INTIMATE CARE FOR CHILDREN AND YOUNG PEOPLE October 2023





Worthington Primary School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Meeting a pupil's intimate care needs is one aspect of safeguarding. The Local Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the school policies as below:

Safeguarding policy and child protection procedures
'Whistle-blowing'
Managing allegations policy
Health and safety policy and procedures
Special Educational Needs policy
Inclusion Policy

Intimate Care

'Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.'

Intimate care encompasses areas of personal care which most individuals carry out for themselves. However, some individuals are unable to do so because of age, ability or stage of development. (Dignity of Risk 2004)

-All staff have a responsibility for delivering intimate care and have access to the Trafford Intimate Care Guidance Document (2014)

-All staff involved with intimate care have read, understood and comply with this policy.

-Whilst staff provide intimate care, we feel an individual's independence should be promoted and encouraged wherever possible.

- Wherever possible, intimate care should be carried out by a member of staff of the same gender as the individual.

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or cleaning a child who has soiled him / herself
3. Assisting with any toileting issues
4. Washing
5. Supervising a child involved in intimate self-care
6. Providing first aid assistance and aiding and cleaning a child who is unwell/vomited



7. Providing comfort to an upset or distressed child
8. Feeding a child
9. Providing oral care to a child
10. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. * * In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.)

Parents have the responsibility to advise the school of any known intimate care needs relating to their child

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

Every child has a right to be safe;

Every child has the right to personal privacy

Every child has the right to be valued as an individual

Every child has the right to be treated with dignity and respect

All children have the right to be involved and consulted in their own intimate care to the best of their abilities

All children have the right to express their views on their own intimate care and to have their views taken into account

Every child has the right to have levels of intimate care that are appropriate and consistent to their specific needs

Purpose of guidelines

-The purpose of these guidelines is to set out a framework within which staff providing intimate care to children (e.g. toileting) can offer a service and an approach, which acknowledges the responsibilities and protects the rights of everyone involved.

-These guidelines apply to children who may not be fully toilet trained or may not have commenced toilet training, including those whose development in this area is delayed due to physical/medical conditions. Some may never gain continence.

Our Aim:

-We ensure the setting is inclusive of all individuals by using The Intimate Care Plans to identify any additional support requirements and make reasonable adjustments where appropriate.

-We ensure all aspects of an individual's personal care is dignified.

-We enable the individual, where possible, to express a preference regarding the choice of his / her assistant and encourage them to voice their views about their assistant. Use of symbols and alternative methods of communication should be used where needed to empower the child and young person to express their views where appropriate.

-We ensure privacy appropriate to the child's age and situation.

-We are aware and responsive to the child's reactions.

-Where possible we encourage children to learn to assist in carrying out aspects of their own intimate care, to develop independence, confidence and thus self- esteem.

Defining the roles and responsibilities of all school staff

The following positive approaches will assist in promoting good practices for intimate care.

-A member of staff familiar to the child should be used for intimate care and the member of staff should be familiar with his / her methods of communication as expressed in their intimate care plan. This information can be found in the child's information file.

-The member of staff will have an appreciation of his / her feelings and emotions and verbal / non-verbal communication.



- An individual's intimate care plan should only be shared on a need to know basis.
- A key member of staff will complete the Intimate Care Plan in consultation with parents and carers which is agreed, signed and dated. This will be updated annually or earlier if necessary.

General Procedure

The following assist in promoting positive attitudes to intimate care.

- Staff will address the child / young person personally by name, ensuring that correct pronunciation of the name is used at all times, so that s/he is aware of being the focus of the activity.
- Staff will give explanations of what is happening in a simple and reassuring way, using preferred and appropriate methods of communication, for example, signs, gestures, voice and visual prompt.
- Staff will enable the child to be prepared for and to anticipate events while demonstrating respect for his / her body e.g. by giving a sensory or visual clue such as using a wet wipe to signal intention to wash or change.
- When washing, always use a wet wipe or disposable towel. Where possible, encourage the child to wipe private parts of the body him / herself.
- Staff will have knowledge and understanding of any religious and / or cultural sensitivities related to aspects of intimate care related to this young person and take full account of these.
- Staff will agree appropriate terminology for private parts of the body and functions to be used by staff and encourage children to use them as appropriate.

Providing comfort or support Children may seek physical comfort from staff particularly in Nursery and Foundation Stage.

Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is not acceptable.

Practical considerations and training to protect staff

For staff involved in intimate care it can be difficult to achieve a balance between ensuring the child's privacy on the one hand, and his/her safety and protection on the other. There are concerns that actions, no matter how well intentioned, might be misrepresented in a damaging way. It is clearly important that schools should provide appropriate guidance and training for staff in this sensitive area.

Members of staff need to be aware of the potential danger of allegations being made against them and take precautions to avoid this risk. These should include:

- If staff are providing intimate care two members of staff will be in the vicinity at all times e.g. the second staff member could be in the adjacent room with the adjoining door open whilst respecting privacy for the child.
- Gaining a verbal agreement from another member of staff that the action being taken is necessary.
- Allow the child, wherever possible, to give verbal consent to the person assisting them.
- Allow the child a choice in the sequence of care.
- Be aware of and responsive to the child's reactions



Complete the intimate care log for the child after each intimate care procedure and a second signature obtained from the second member of staff (where applicable)

Induction programmes, supervision and training are provided for all staff involved in carrying out intimate care. Support and advice may be requested from Trafford's SEN Advisory Team. These are essential, not only to increase knowledge and enhance skills, but also to provide a forum of self-examination where values can be shared, unhelpful attitudes and practice can be challenged and staff can learn from examples of good practice.

- Staff should receive training in good working practices, which comply with health and safety regulations such as wearing of disposable gloves and aprons for certain procedures and methods for dealing with body fluid spillage and manual handling.
- There should be appropriate access, sufficient space, heating and ventilation to ensure the child's safety and comfort.
- More than one member of staff should be available if a child is difficult to move or handle. Handling of the child will be considered previous to intimate care being required and any risks written in the intimate care plan.
- There should be appropriate toilet facilities for all children.
- Items of protective clothing, such as gloves and disposable aprons, should be provided and readily accessible.
- Supplies of suitable cleaning materials should be provided for cleaning and disinfecting changing surfaces.
- Supplies of fresh clothes should be easily to hand so that the child is not left unattended whilst they are found.
- Checks should be made beforehand to ensure that there are suitable facilities for intimate care available on excursions and residential trips.

Home / School Liason

-Frequent opportunities for exchanging information between parents/carers/support staff and school staff, which is essential as the personal and social development of a child is their joint responsibility. It is recommended that communication relating to intimate care should be made through one of the following:

-Personal contact – via a telephone call – between member of staff and parent/carer.

-Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

-When compiling reports, staff should be circumspect in what they record regarding intimate care. It would be more appropriate to discuss the matter in greater detail at a meeting when the parents/carers and any relevant professionals are there to offer advice.

However, where there are good reasons to suspect that a child may be at risk of abuse, action MUST be taken to protect the child. Such action may involve disclosure of observations or suspicions to the school's designated Safeguarding Lead. At Worthington this is the Headteacher, (or Deputy Headteacher in her absence). The agreed procedures for following up any safeguarding concerns can be found in the school's Safeguarding Children Policy. It is important that any observations and any action taken should be recorded on a welfare report.

Confidentiality

- Confidentiality is an important issue. Our school must adhere to our Child Protection and Safeguarding Policy which is made available to parents and carers through the school prospectus and can be downloaded from the school website.



- Sensitive information about a child should be shared only with those who need to know, such as parents or other members of staff who are specifically involved with the child.
- Escorts and others should only be told what is necessary for them to know to keep the child safe.
- Lockable and secure storage is provided for storing confidential information.

Complaints

- Parents / carers are encouraged to discuss any issues or concerns regarding intimate care with the SENCO (Special Educational Needs Coordinator) or the Headteacher. Information regarding our complaints policy is available in school. Any reasonable adjustments will be made where possible.

Support

- Informal and formal consultations, advice and support on issues related to intimate care (e.g. individual toileting programmes) can be obtained from colleagues such as Health Visitors and School Nurses.

Other issues

Parental rights and responsibilities

Ultimately it is parents/carers, as the child's main carers who have responsibility for his/her health. They should give relevant information to the school about their child's medical condition, and any medication involved in treatment.

- Cultural and religious sensitivities should be taken into account in relation to aspects of intimate care. These should be discussed with parents, and wherever possible, with the child. All staff involved in delivering intimate care should be made aware of these issues relating to individual children and taken into full account in practices.

- Sharing information between home and schools is important to secure the best care for pupils but the consent of parents and children who are able to give such consent is needed for the head teacher to pass on information about their child's health to school's staff or other agencies. Their agreement is also needed for any exchange of information between the Medical Officer and the school about a child's medical condition.

Vetting and supervision of staff, volunteers, students and escorts

- Intimate care is only carried out by members of staff and all staff have an enhanced DBS in place before commencing their employment.

This policy will be reviewed annually and amended where required, however, Individual Care Plans will be continually updated where necessary.

Monitoring and Evaluation

This policy is reviewed annually in consultation with the staff, the school's SENCO, Headteacher, Governors and parents and carers.

Policy ratified at Full Board of Governors 28 November 2023

Policy review: November 2025



Appendix 1 - Intimate care plan

Child's voice	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Child's voice	
How many members of staff would you like to help?	



Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed termly.

Next review date:

To be reviewed by:



Appendix 2 - Intimate care: parent/carer consent form

Permission for school to provide intimate care

Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be washed and change in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	