



Intimate Care Policy 2023-24

The Federation of Mount Pleasant Junior School and Maytree Nursery and Infants School

Policy for:	Intimate Care
Overarching Area:	Safeguarding/Medical needs
Other policy links:	<ul style="list-style-type: none">Child protection and safeguarding policy
Date of Governor Ratification:	6 th December 2023
Date of Next Review:	December 2024

Revisions and amendments:	
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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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents 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 which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Role of parents

Seeking parental permission

For children who need routine or occasional intimate care (e.g., for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

Role of staff

Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes: teaching assistants.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training

- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed.

How procedures will happen

The procedure will always be carried out in pairs – no staff member should provide intimate care alone in any circumstance.

When carrying out procedures, the school will provide staff with:

- Protective plastic apron – single use.
- Protective gloves.
- Cleaning supplies
- Changing mat

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. Marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Head teacher Emma Kerrigan- Draper. This will be recorded on the school's safeguarding management software CPOMS and a discussion will take place immediately with parents/carers.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Monitoring arrangements

This policy will be reviewed by the Head teacher and Chair of Governors. This will take place yearly to enable these leaders to understand any issues or staff concerns that may need addressing. At every review, the policy will be approved by the Chair of Governors.

Links with other policies

This policy links to the following policies and procedures: Child protection and safeguarding SEN Supporting pupils with medical conditions

Appendix 1 Template of Intimate care

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
What care will take place	
What resources/equipment will be used	
How procedures will differ if taking place in a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or care	
Relationship to child	
Signature of parent or care	
Date	

Appendix 2: template for parent/carer consent

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)	
I will advise the school of anything that may affect my child's personal care(e.g. if medication changes or if my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	
<p>I do not give consent for my child to be given intimate care(e.g. to be washed and changed if they have a toileting accident) Instead the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. to be washed and changed)</p> <p>I understand that id the school cannot reach me or my emergency contact id y child needs urgent intimate cade , staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove any barriers to learning.</p>	
Name of parent or care	
Relationship to child	
Signature of parent or care	
Date	