



Intimate Care Policy

The staff responsible for the Intimate Care policy are:

Mrs S. Bradford

Miss D. Stannard

The governors responsible for the Intimate Care policy are:

Mrs S. Portway

Agreed by staff: September 2016

Review Date: September 2018

Intimate care is defined as any care that involves washing, touching or carrying out procedures involving intimate personal areas (e.g changing/cleaning for the purpose of hygiene and/or comfort).

Responsibilities:

All staff working at Roydon Primary School need to understand and follow this policy and the procedures associated with it and have responsibility to ensure they are applied in practice.

Aims:

Roydon Primary School is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner and will treat pupils with respect. The pupil's dignity should be preserved with as much privacy, choice and control as possible. Awareness of safeguarding issues is essential and whenever possible, staff will work in partnership with parents/carers to provide continuity of care to pupils.

Principles – Every Child Matters

1. Pupils should be encouraged to express choice and to have a positive self image.
2. Pupils have a right to feel safe and secure.
3. Pupils should be respected and valued as individuals.
4. Pupils have a right to privacy, dignity and a professional approach from staff who are meeting their needs. However, there must be a required level of supervision to safeguard pupils with regards to health and safety considerations.
5. Where appropriate, pupils will be taught personal hygiene skills carefully matched to their level of development and understanding.

Implementation:

1. Pupil welfare and dignity are paramount
2. Management of pupils needing intimate care will be carefully planned and carried out consistently according to their agreed care plan.
3. Due care will be taken to accommodate risk assessments relating to moving and handling and specific health issues.
4. Staff carrying out intimate care procedures should be fully aware of 'best practices'
5. There should be careful communication with the pupil throughout procedures (in their preferred means of communication) to ensure the pupil has an understanding of what is happening.
6. Every pupil will be supported and encouraged to achieve the highest level of autonomy and independence as possible.
7. The right to privacy will be respected at all times, with consideration given to individual pupils regarding how many adults are needed to carry out intimate care procedures. If more than one adult is needed this will be documented. Care given to a child will be documented on their care plan.
8. Parents/carers will have access to any documents relating to intimate care procedures and consideration will be given to the needs and wishes of both pupils and parents/carers.

Monitoring and Review

To be monitored by S. Bradford (Headteacher), D. Stannard (Deputy) and N. Huddleston, C. Lister and D. Crawford (link-governors for safeguarding and SEN) and reviewed annually.

Guidelines for good practice – intimate care

- 1. Ensure you are familiar with the school's Safeguarding policies**
- 2. Ideally, the number of adults in attendance should be two. However, it is recognised that this is not always possible and in these circumstances the nature and the knowledge of the child must be used to assess any risk. When only one adult is in attendance, maintain discretion but ensure another adult knows where you are going and what is happening.**
- 3. For pupils needing specific moving and handling procedures – ensure you are familiar with, and confident with, any care plans or Key Mover plans.**
- 4. Always communicate with the pupil when carrying out any intimate care procedures. Explain, where you are going, what is happening and maintain dignity for the pupil at all times.**
- 5. Encourage self help/independence skills as much as possible and be aware of the pupil's responses and reactions.**
- 6. Protective gloves, wipes and nappy sacks are available and should be used and disposed of in the appropriate way (bins are provided – ask specific class staff of individual procedures). Changing beds should be cleaned using spray provided after every procedure.**
- 7. Individual pupils may be following a specific toileting or personal care routine. Ensure you are aware of these as well as any care plans or behaviours plans that may impact on carrying out intimate care routines.**