

# **Sacred Heart Catholic Primary School, Ilkley,**

## **A Voluntary Academy**

### **Intimate Care Policy**



#### **Mission Statement**

*Jesus said, "I chose you, and appointed you to go and bear much fruit." (John 15:16)*

**Love of others**

**Love of self**

**Love of learning**

Policy review date- October 2023  
Person Responsible- Claire Gilhooly  
Ratified by Governors- October 23  
Review date- October 2024

## DEFINITION

Intimate care is defined as any care of a personal nature, which someone requires. This can range, for example, blowing someone's nose, to care tasks of a much more personal nature, such as washing someone's genital area.

## INTIMATE CARE GOOD PRACTICE GUIDELINES

These guidelines should be viewed as expectations upon staff, which are designed to protect both children and staff alike. In situations where a member of staff potentially breaches these expectations, other staff should be able to question this in a constructive manner.

If staff are not comfortable with any aspect of the agreed guidelines, they should seek advice from the Headteacher.

## STAFFING

Treat every child with dignity and respect and ensure privacy appropriate to the child's age and the situation. Privacy is an important issue. Much intimate care is carried out by one staff member along with one child. This practice should be actively supported unless the task requires two people. Having people working alone does increase the opportunity for possible abuse. All staff should be supported in carrying out the intimate care of children in the presence of two people. For older children it is preferable if the member of staff is the same gender as the young person. However, this is not always possible in practice.

## PARENTS/CARERS

Each child, for whom it is appropriate, is to have a written 'Intimate Care Plan' included in their individual programme. This includes pupils requiring any oversight, assistance and supervision. Close involvement of parents/carers and child/young person are essential in developing 'Intimate Care Plans' and written consent must be given by them.

The plan should be disseminated to all staff involved in the intimate care of the pupil. Care plans must be renewed regularly, at least once a year at the Annual Review.

## RECORDING

A pupil changing record sheet should be signed by all staff involved in any intimate care tasks. Copies will be kept in a file in the toilet area, and completed sheets stored in pupil's individual confidential files. There is also a section on the sheet to record any comments or observations. e.g. – skin impairment – changes bowel or urinary pattern

If you are concerned that during the intimate care of the child:-

- You accidentally hurt the child
- The child seems sore or unusually tender in the genital area
- The child appears to be sexually aroused by your actions
- The child misunderstands or misinterprets something
- The child has a very emotional reaction without apparent cause (sudden crying or shouting)

Report any incident as soon as possible to another person working with you and make a brief written note of it. **Then please discuss immediately with a senior member of staff/ DSL.** This is for two reasons: first, because some of these could be cause for concern, and secondly, because the child or another adult might possibly misconstrue something you have done. Additionally, if you are a member of staff who has noticed that a child's demeanor has changed directly following intimate care e.g. sudden distress or withdrawal, this should be noted in writing and discussed with your designated person for child protection.

Involve the child as far as possible in his or her own intimate care. Try to avoid doing things for a child that s/he can do alone, and if a child is able to help ensure that s/he is given the chance to do so. This is as important for tasks such as –

Removing underclothes as it is for washing the private parts of a child's body.

Support children in doing all that they can themselves. If a child is fully dependent on you, talk with her or him about what you are doing and give choices where possible.

Be responsive to a child's reactions. It is appropriate to 'check' your practice by asking the child – particularly a child you have not previously cared for – "Is it OK to do it this way?"; "Can you wash there?"; "How does mummy do that?". If a child expresses dislike of a certain person carrying out her or his intimate care, try and find out why. Conversely, if a child has a 'grudge' against you or dislikes you for some reason, ensure a member of the senior leadership team is aware.

Make sure practice in intimate care is as consistent as possible. The Head teacher has a responsibility for ensuring their staff have a consistent approach. This does not mean that everyone has to do things in an identical fashion, but it is important that approaches to intimate care are not markedly different between individuals. For example, care during menstruation consistent across different staff?

Never do something unless you know how to do it. If you are not sure how to do something, ask. If you need to be shown more than once, ask again. Certain intimate care or treatment procedures, such as rectal examinations, must only be carried out by nursing or medical staff. Other procedures, such as giving rectal valium, suppositories, or intermittent catheterisation, must only be carried out by staff who have been formally trained and assessed as competent.

Staff should be trained to be alert to the potential indications of abuse or neglect in children and be aware of how to act upon their concerns in line with the Bradford Safeguarding procedures.

Encourage the child to have a positive image of her or his own body. Confident, assertive children who feel their body belongs to them are less vulnerable to abuse. As well as the basics like privacy, the approach you take to a child's intimate care can convey lots of messages about what her or his body is 'worth'. Your attitude to the child's intimate care is important. As far as appropriate and keeping in mind the child's age, routine care of a child should be enjoyable, relaxed and fun.

The above is taken largely from the publication *'Abuse and Children who are Disabled; a training and resource pack for trainers in child protection and disability'* (1993).

When out of the usual environment it is good practice to maintain the same standards of privacy and dignity. Prior knowledge of location, for example, layout of toilets is to be sought wherever possible.

Consideration is to be taken when disposing of children's/young persons soiled clothing. Prior agreement with parents/carers is to be sought wherever possible. Soiled clothing should be placed in a plastic laundry bag for the parent/carer to take home to wash. Machine wash is recommended. No soaking of soiled clothing should take place. Any faecal matter should be disposed of down the toilet before placing clothing in a plastic bag.

## **FACILITIES**

- Facilities are to be easily accessed by the child and designed with the appropriate advice from relevant professionals where necessary, for example, Occupation Therapist, Physiotherapist, School Nurse, or appropriately trained professionals.
- Hand washing facilities are to be provided within the room for the child/young person and staff. Liquid soap and paper hand towels are to be available.
- Toilet facilities should be separate. This is particularly important for disabled facilities with a shower tray, as water may spread over the whole floor area and become contaminated from around the shower.
- A secure area for clinical waste awaiting collection must be available.
- All equipment is to be stored safely but easily accessible to the child where this is necessary. It is important to take into consideration the privacy of the individual children/young people and the safety of others.
- Facilities must be regularly inspected and maintained.

- All notices must be laminated.
- Any spare clothing must be stored in sealed containers.

## **EQUIPMENT**

The list of equipment detailed below is not exhaustive but gives examples of types of equipment available for use.

- Gloves – if direct contact with blood or body fluids is anticipated, staff to wear seamless, non-sterile gloves (e.g. latex and non-latex which are powder free)
- Aprons – disposable plastic aprons. The use of cotton is not recommended.
- Disposable paper towels.
- Face masks.
- Disposable wipes
- Cleansing agent
- Continence care products.
- Yellow Clinical Waste Bags for waste that has come into contact with body fluids. Large amount of waste to be disposed of using yellow plastic bags.

Appendix 1. Intimate Care Plan Template

Student's Name:	
Date of Birth:	
Name, address and contact details for parents and carers:	
Which aspects of intimate care are required?	
What equipment is required?	
How often is this required?	
Where is this to be administered?	
How is this administered?	
How often will this plan be reviewed?	
Additional comments:	

SENCO:	Signed:
Parent:	Signed:
Date:	



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