



THE COMPLETE
EDUCATION SOLUTION

CREATING UNIQUE JOURNEYS FOR LIFE AND LEARNING

Intimate Care Policy

A handwritten signature in black ink that reads 'Thomas Keaney'.

Thomas Keaney, CEO and Schools' Proprietor

Date of next formal review, September 2022

This policy applies to all TCES Group schools and services

Introduction

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves, but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At TCES Group, all staff are recruited in line with Safer Recruitment procedures as outlined within our Safeguarding Policy and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times.

We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

Our approach to Best Practice

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

We will work with parents/carers of a child who requires intimate care to establish a preferred procedure for supporting the child.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.

Staff members who are known to the child will take on that responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability.

Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. It is the parent's

responsibility to provide any materials or change of clothing that may be required to perform and support intimate care. Staff will, however, have access to any materials required to perform first aid in emergencies.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission. We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 1). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents/carers would be contacted immediately so that the child could be taken home for bathing.

The Protection of Children

The School or Service's Safeguarding Policy will be followed at all times. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow our safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be explored and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed in line with the relevant schools/service's Management of Allegations policy.

The plan should have the child's safety, privacy, and dignity as paramount

The plan should include:

Full collaboration with parents/carers and the child (where possible).

Clear information regarding the assistance to be provided;

The method of communication to be used by the child;

The named person/s with responsibility to assist the child;

The timetable, if possible, when assistance will be provided;

Arrangements in the absence of the named assistant/s;

Arrangements for school events and activities;

The means by which the arrangement will be monitored;

Strategies to prevent or deal with questions/comments from other pupils;

Written approval from parents/carers and the child (where appropriate).

Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy
- Safeguarding Policy
- Administering Medicine Policy
- Code of Professional Conduct
- Complaints Policy

Appendix 1

INTIMATE CARE RECORD

(To be completed after each 'intimate care' activity)

Child's Name _____ **D.O.B.** _____

Date	Time	Adult	Comment e.g. what action was taken