

**Outcomes
First
Group.**

Intimate Care Policy

Policy Folder:

Safeguarding

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Statement of intent

Hambrook School takes the health and wellbeing of our pupils very seriously. As described in our Supporting Pupils with Medical Conditions Policy. An increasing number of our students require additional support with personal care, including washing and toileting. We will provide our pupils that have additional needs with the intimate and personal care they require. This will ensure all pupils will be able to participate fully in their school day and have the opportunities to meet their full potential at Hambrook.

The School recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Our pupils have the right to be safe. Intimate and personal care may require touch. Pupils that require physical assistance with personal and intimate care will be treated with courtesy, respect and dignity.

Consent will be gained by parents/carers/guardians before intimate care is provided (appendix 5)

Definitions of Intimate Care and Personal Care

Intimate Care

Intimate care is defined as care activities of an intimate nature that is associated with personal hygiene and bodily functions. This may involve direct or indirect contact with, or exposure of the sexual parts of the body. personal care which involves washing and toileting. Intimate care activities specifically identified as relevant to this setting include:

- Dressing and Undressing (underwear)
- Physical assistance with toileting
- Changing continence pads (faeces/urine)
- Bathing/showering
- Washing intimate parts of the body
- Changing sanitary wear

Personal Care

Personal Care is defined as non-intimate. Although personal care may involve touching, this is not of an intimate nature and has a purpose to assist a pupil with an activity of daily function. This includes:

- Feeding
- Hair Care
- Undressing/Dressing (Clothing not underwear)
- Washing non-intimate body parts
- Administering oral medication
- Washing non-intimate body parts
- Prompting for toileting

Health and safety

Our full Health and Safety Policy lays out specific requirements for cleaning and hygiene including how to deal with spillages, vomit and other bodily fluids.

- Staff will wear fresh aprons and disposable gloves while assisting a child in the toilet or while changing a nappy/incontinence pad.
- Soiled nappies/incontinence pads will be securely wrapped and disposed of appropriately.
- Where a child requires intimate care/toileting, nappies/incontinence pads will be disposed of in the yellow medical waste bin, as per Health and Safety guidelines.
- The changing area/toilet will be left clean and, where necessary, the caretaker/cleaning staff will be informed.
- Hot water and soap are available to wash hands.
- Paper towels are available to dry hands.

Staff and facilities

Staff members who provide intimate care will be appropriately trained to do so and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from a physiotherapist/occupational therapist. This may include:

- Adjustable bed.
- Changing mat.
- Non-slip step.
- Cupboard.
- Adapted toilet seat or commode seat.
- Swivel mat.
- Disposable gloves/aprons.
- Nappies/pads.
- Tissue roll (for changing mat/cleansing) and supply of hot water.
- Soap, antiseptic cleanser for staff, barrier creams.
- Antiseptic cleanser for the changing bed/mat.
- Clinical waste bag.
- Spillage kit.

Hambrook School has 2 extended disabled toilet facilities and one shower.

- Mobile children will generally be changed standing up, depending on their needs.
- Children who are not mobile will be changed on a changing bed.
- Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty or menstruation.

Responsibilities

The school will:

- Arrange a multi-agency meeting to discuss the personal care needs of any pupil prior to them attending the school.
- Involve the child who requires intimate care in planning for their own healthcare needs wherever possible.
- Create, in liaison with the child and parents/carers, an Individual Healthcare Plan to ensure that reasonable adjustments are made for any child with a health condition or disability (this may not be necessary for every child who has intimate care needs).
- Regularly consult with all parents and pupils regarding toilet facilities.
- Maintain the privacy and dignity of any pupil who requires intimate care.
- Change the child, or assist them in changing themselves if they become wet, or soil themselves.
- Never leave a child in wet or soiled clothing.

- React to accidents in a calm and sympathetic manner.
- Keep accurate records of times, staff and any other details of incidents of intimate care.
- Agree how often the child should be routinely changed if the child is in school for a full day, and designate a member of staff to change them.
- Agree to a minimum number of changes.
- Agree to encourage the child's participation in toileting procedures wherever possible.
- Discuss and take the appropriate action to respect the cultural practices of the family.
- Where possible, only allow same-sex intimate care.
- Contact parents/carers if the child refuses to be changed, or becomes distressed during the process.
- Maintain excellent standards of hygiene when carrying out intimate care.

Parents/carers should:

- Change their child, or assist them in going to the toilet at the latest possible time before coming to school.
- Provide spare nappies/incontinence pads, wet wipes and a change of clothes in case of accidents.
- Read and sign this policy to ensure they understand the policies and procedures around intimate care if their child is to receive intimate care.
- Inform the school should their child have any marks/rashes.
- Discuss with the school how often their child will need to be changed, and who will do the changing.

Safeguarding

- Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care, as an extra safeguard to both staff and children involved. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.
- If any member of staff has concerns about physical changes to a child's presentation, such as marks or bruises, they will immediately report the concerns to the Designated safeguarding Lead.

Appendix 1– Intimate care risk assessment

(Available on Teachershare within the Site / Person Centered - Risk Assessment Folder)

Routine Activity	Hazard Type	Hazard Description Who might be harmed and how?	Unmitigated Risk Score			Eliminate / Substitute	Engineering Controls	Signage / Admin Controls	PPE	Mitigated Risk Score		
			Likelihood	Severity	Risk Score					Likelihood	Severity	Risk Score
New activities and mitigations added since the last issue are highlighted in bold font .												
Showering	Slips/trips/falls Allergic reaction to soaps. Conflict in religious beliefs Fire/Fire drill	Water in shower area may cause slips trip and fall hazards for both Pupil and Staff. Fire alarm going off whilst taking a shower may delay exiting the building	M	H	H	Rubber bath mat to be used in the wet room. Wet floor sign to be placed in area after use. Support to wash may be against religious beliefs, this information will be gained during the admissions process and permissions protocols. Towel, shoes/slippers and foil blanket to be available in the event of the fire alarm sounding.	Wet room designed to prevent buildup of water and reduce floor slippage. Intimate care policy the admissions process and permissions protocols.	Staff Mobile Wet floor sign Parent consent Child and personal assistant agreement. Foil blanket / outside footwear	PPE available Foil blanket Outdoor footwear	VL	L	L
Oral Care	Oral Injury, Cross contamination Conflict in religious belief	Oral equipment may cause damage to teeth and gums during brushing. Incorrect storage may cause oral equipment to become	M	H	H	Oral care will be overseen by a staff member who will encourage correct/safe usage such as toothbrush or Z-Vibe	Sterilising Tablets use for equipment used. Dedicated storage containers for Oral equipment. Intimate care policy the admissions process and	Staff Mobile Parent permission Pupil agreement Wet Floor sign available Rubber floor mat	PPE available	VL	L	L

		contaminated. Water may get on the floor creating a risk of slips trips and falls.					permissions protocols.					
Toileting	Cross contamination, Flooding, slips trips and falls, Conflict in religious belief	Poor toilet Hygiene may cause cross contamination that could become a hazard for both pupils and staff. Flooding of the toilet area could cause slip, trips and falls to both pupils and staff.	M	H	H	Pupil supervision to ensure cross contamination of bodily fluids remains within the toilet area and able to be cleaned up/ sanitised before next use. Checking the pupil hasn't over filled the toilet bowl with tissue paper before flushing to prevent flooding. Pupil and staff member to wash/sanitise their hands immediately after use of toilet area.	Soap water and hand sanitiser available in all toilet areas. Wet floor signs available for water spillage Cleaning tools available to remove bodily fluids that may not make it to the toilet. Intimate care policy admissions process and permissions protocols.	Staff Mobile Soap, water and sanitizer Parent permission Pupil agreement Wet Floor sign available	PPE available	VL	L	L
Hair Treatments	Allergies, Loss of Hair, Inhalation, Pain from brushing, conflict in Religious beliefs.	Application of headlice treatment may cause an allergic reaction or hair loss.	M	H	H	Known allergies to be shared during the admissions process and shared within the pupil file, Pupil and staff wear PPE during treatment.	PPE available and storage of hair treatment/lotions to be under COSHH guidance Intimate care policy the admissions process and permissions protocols.	Parent permission Pupil agreement COSHH storage Staff Mobile	PPE available	VL	L	L
Protective lotions	Skin rashes, Allergies, cross contamination	Pupils and staff may experience allergies/rashes via	M	H	H	Known allergies to be shared during the admissions	PPE available Intimate care policy and admissions	Parent permission Pupil agreement	PPE available	VL	L	L

	Conflict in religious beliefs,	cross contamination.				process and shared within the pupil file, Pupil and staff wear PPE during treatment PPE to be disposed of once used.	the admissions process and permissions protocols.					
Change of clothing	Slips, trips fall, allegations against staff Conflict in religious belief.	Pupils and staff may get tangled up in clothing when changing clothing. Staff supporting in a 1-1 scenario may be subject to allegations via the pupil. Support to Change may be against religious beliefs, this information will be gained during the admissions process and permissions protocols.	M	H	H	information will be gained during the admissions process and permissions protocols in relation to religious beliefs. 2-1 staff ratio when changing a pupil who may not have an identified individual health care plan will support against unfounded allegations.	Schools Intimate care policy School admissions process	Parent permission Pupil agreement Lone working policy	PPE available	VL	L	L

Appendix 2 - Record of intimate care intervention

(Available on Teachershare)

Childs Name _____

Class Group _____

Page Number _

Date	Time	Location	Procedure (be specific as possible)	Lead Staff Name/Signature	Supporting staff name/signature

Appendix 3 - Toilet management plan

(Available on Teachershare)

Childs Name		Class	
Date		Review date	
Name of Support Staff Involved			

Area of Need:	
Equipment required:	
Location of suitable toilet facilities:	
Support required:	Frequency of support:

Working towards Independence

Child will try to	Staff assisting will	Target achieved (date)

Parent / carer signature

Member of staff signature

Senior staff signature

Child signature (if appropriate)

Appendix 4 – Individual Health Care Plan (Available on Teachershare)

NAME OF CHILD	
IDENTIFIED INTIMATE CARE REQUIREMENT: <i>Showering/ changing</i>	
•	
STAFF RATIO REQUIRED	
•	
RISK ASSESSMENT COMPLETED	
Yes	No
ACTIVITY SUPPORT	
•	

Appendix 5 - Permission for school to provide appropriate intimate care
(Included in the admissions pack for parents/carers)

I give permission to the school to provide appropriate intimate care support to my child, e.g. changing soiled clothing, washing and toileting.

I will advise the Head of School of any medical complaint my child may have which affects issues of intimate care.

I will advise the Head of School of any temporary rashes or irritations my child may have which may be contacted during intimate care.

Child's Full Name

Male/Female

Date of Birth

Parent/Carer's Full Name

Signed

Date



**Outcomes
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Acorn Education And Care
National Fostering Group
Options Autism