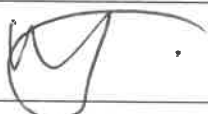




**Brackley, Northamptonshire
NN13 6AU**

Policy
Intimate Care

Governor/Committee Link	Learning
Completed by	Learning Committee
Date	23 May 2018

Ratified by the Full Governing Body	
Date	23 May 2018
Name	Lee Marland
Signature	
Position	Chair of Governors

Policy Review Date	May 2019
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Southfield Primary Academy Intimate Care Policy

Developed in consultation with Head Teacher, SENCO and Governors.
In compliance with Northamptonshire Toileting Guidance 2015

Introduction

Southfield Primary Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a 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.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out an agreed procedure to intimate personal areas in order to care for another person. This may be due to their young age, physical difficulties or special needs. Examples include continence and menstrual management as well as washing, toileting or dressing. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals.

It also includes supervision of children and young people involved in intimate self-care.

Our Approach to Best Practice

Best practice includes ensuring that:

- All intimate care is provided in a manner so as to maintain the child's or young person's dignity and confidence.
- The child or young person is cared for in a way that avoids distress, embarrassment or pain.
- Staff are regularly trained regarding child protection and health and safety, (which may include manual handling), and are fully aware of infection control, including the need to wear disposable aprons and gloves.

- A member of the trained staff (who is ideally familiar to the child/young person) will work alongside a new or more inexperienced colleague when they are introduced to a child and their toileting routines.
- Staff work in partnership with the child or young person's parents or carers, to discuss their needs, routines or preferences.
- Individual Intimate Care Plans are written and agreed with parents/carers and where appropriate with the young person.
- All children and young people are supported to achieve the highest level of autonomy that is possible, given their age and ability. Staff will always encourage the child or young person to do as much as possible for him/herself as possible.
- As an additional safeguard, staff involved in meeting intimate care needs will not usually be involved in the delivery of sex education to the same children, wherever possible.
- Where a child or young person's care plan does not include 'intimate care', parents/carers will be informed the same day if their child has needed help with meeting intimate care needs. (E.g. if soiled or passed urine).
- Information regarding intimate care is treated as confidential and communicated in person, by telephone, or by sealed letter, not through the home/school diary, or by any other method which is not confidential.
- Every child's right to privacy is respected.
- Careful consideration is given as to how many staff might need to be present when a child or young person needs help with intimate care.
- Adults who assist a child or young person one-to-one are employees of the school and have DBS checks at the appropriate level.
- If two members of staff are present to assist with intimate care procedures that they do not talk over the child or young person.
- Staff inform another colleague when they are going to assist a child with intimate care.
- Cameras and mobile phones are never taken into bathroom areas.
- Whenever possible, staff should care for a child of the same gender.

Hygiene management.

All staff should follow good hygiene practices, which should include:

- Disposable gloves and apron to be worn.
- Systems should be in place to deal with spillages appropriately and safely. Spillages must be cleaned according to local policy. Hot water and soap OR antibacterial spray or wipes are appropriate.
- Soiled disposable nappy to be placed in plastic nappy bag and disposed of in nappy bin situated in nursery setting. Reusable nappy to be placed in double plastic nappy bag and returned to parent.
- Soiled clothing to be placed in double plastic bags and returned to parent/carer.
- Correct hand washing techniques should be followed.
 - a) For adults, use hot water and soap. Dry hands with disposable paper towels. Antibacterial gel can then also be used.
 - b) For child, hand washing to be done by, or supervised by adult.

The Protection of Children

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff will be required to confirm that they have read the Northamptonshire Toileting Guidance for schools and early years settings 2015.

References

This intimate care policy should be read in conjunction with the schools' policies as below (or similarly named):

- safeguarding policy and child protection procedures (including whistleblowing)
- staff code of conduct and guidance on safer working practice
- health and safety policy and procedures
- Special Educational Needs policy

Plus

- Northamptonshire County Council moving and handling people – guidance notes
- policy for the administration of medicines

This Intimate Care Policy was evolved by consideration between staff and governors and was approved on 15 March 2017

This policy will be reviewed on

Member of staff responsible:

Review date: