

Intimate Care Policy



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE



Partnership Learning

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1. INTRODUCTION

All pupils have the right to be safe and to be treated with dignity, respect and privacy. The type and level of intimate care should reflect the age of the pupils and young people provided for.

Younger pupils and disabled pupils less able to attend to their own needs may require greater assistance. Clear expectations and boundaries should be established.

Intimate care should be:

- carried out by one adult, unless the task requires two;
- involve the pupil as far as possible in their own care;
- as consistent as possible;
- sensitive and responsive to the pupil's reactions. Always aim to promote a positive body and self-image and check with them that what you are doing is acceptable;
- carried out by someone who is confident in the procedure;
- essential to the appropriate teaching, management and the duty of care for pupils and young people;
- appropriately and consistently applied across settings as required by guidance and statutory compliance;
- implemented with a view to promoting pupils' welfare and safeguarding, developing safe working practices and minimising risks to pupils and adults;
- reasonably adjusted to ensure that it meets the needs of disabled pupils;
- positive and interactive where possible, staff are encouraged to speak out loud and let children know what is next,
- 'limited touch', agreed with the pupil or young person where possible and never gratuitous or applied beyond that which is acceptable and reasonable or in a way which may be considered indecent;
- never carried out 'secretly'.

Be aware:

- if the pupil shows dislike for a particular carer try to find out why and consider changing responsibility to another;
- report concerns immediately
- and make sure that the pupil is confident that their body belongs to them and that if they say or indicate 'no' at any time then this will be respected.

All pupils requiring physical support for intimate care will be required to have an Intimate/ Personal Care Plan created. This will be done by the Safeguarding and Welfare Officer alongside the parents and where possible the pupil. This plan will be reviewed by classes termly but will only be sent home annually, or as and when changes have been made.

2. NAPPY CHANGING

Responsible adults should be trained or have received guidance on how to carry out nappy changing procedures. They should:

- collect and organise wipes, a clean nappy, disposable gloves, clean clothes and disposable bags;
- always take pupils to a changing room;
- ensure the changing room door is closed;
- talk to pupils whilst changing them;
- not leave pupils unattended in the changing room;
- ensure they have sanitised / washed their hands before they begin any personal care

- put on appropriate PPE and remove nappy or soiled and wet clothes;
- place the nappy in a nappy bag and dispose in the yellow bins. Place any lightly soiled clothes in a carrier bag to return home to parents, where the clothes are soiled beyond suitability to send home;
- Parents will need a message to let them know there are soiled clothes in the bag;
- gently clean genital area, groin and buttocks with wipes using a front to back action and place used wipes in plastic bag, this bag is then disposed of in the yellow bins;
- dry the pupil thoroughly and put on a fresh nappy;
- dress the pupil;
- tie up the plastic bags and dispose of in the yellow bins;
- clean the changing mat with appropriate disinfectant;
- place bags with soiled clothes ready to be taken home;
- wash hands/sanitise hands thoroughly;
- leave the area ready for the next nappy change as appropriate.

It is the responsibility of parents/carers to provide school with the necessary items to ensure their pupil is able to have their hygiene needs catered for. Items such as nappies/pads, wipes, nappy sacks, cream where necessary. Please note that if cream is to be applied then the appropriate medical procedures need to be followed.

School will provide equipment such as disposable gloves, aprons, masks, and anti-bacterial spray and tissue wipes to clean the area.

3. TOILETING

Responsible adults should be trained or have received guidance on how to carry out toileting procedures. They should:

- respond immediately to a pupil's request to use the toilet;
- escort the pupil to the toilet;
- help as necessary;
- remember that it is important to maintain dignity, allow privacy and encourage independence;
- provide help when it is needed to clean the pupil's bottom, staff are required to use the appropriate PPE where physical help is needed.
- clean gently and carefully and where possible with the pupil's consent;
- ensure that after using the toilet the pupil and staff member washes and dries hands thoroughly.

4. CHANGING SOILED CLOTHES

Responsible adults should be trained or have received guidance on how to carry out clothes changing procedures. They should:

- talk kindly to the pupil if they are upset and assure them that everything is okay, it was just an accident;
- always take the pupil to the changing room;
- when changing clothes and cleaning the pupil, follow guidance in nappy changing protocol. Only assist the pupil where necessary: allow the pupil to do as much as they can.
- Where physical support is required the staff member should wear the appropriate PPE.

5. RESPONSIBLE SCHOOL STAFF SHOULD

- be seen to work in an open and transparent way;
- be sensitive to each pupil's individual needs;
- report, discuss and take advice promptly from the Safeguarding Lead over any incident, including any behaviour of colleagues, which may give rise to concern;
- be aware of and follow the Riverside Bridge School Policy on Intimate Care;
- treat information concerning the intimate care of pupils and young people with discretion and confidentiality;
- apply the same professional standards regardless of gender and sexuality;
- make sure they are dressed safely and appropriately for the tasks they undertake;
- be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them;
- remain sensitive to any pupil appearing uncomfortable and recognise the potential for misinterpretation of actions;
- be prepared to work together to deliver safe and appropriate intimate care;
- never act in a way which will place themselves at unnecessary risk
- record and report to their line manager any accident or injury to themselves or a pupil or a young person in their care;
- be responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation or intentions;
- know what to do when presented with an emergency;
- record all intimate care actions on the 'Intimate Care Log' (Appendix 1) and ensure these are passed to the appropriate person at the end of every week,
- ensure an Intimate Care Letter (Appendix 2) has been devised and signed by parents/carers and the safeguarding team,
- take care of their own personal hygiene (washing/sanitising hands) before and after supporting each pupil.
- Report when PPE, sanitiser or soap is running low to the cleaner/SLT.

6. SENIOR LEADERSHIP TEAM SHOULD

- operate the Riverside Bridge School Policy on Intimate Care
- make sure parents, carers and employees are aware of the policy;
- make sure procedures are in place for the operation of the Intimate Care Policy
- authorise other responsible adults to manage procedures;
- provide employees with guidance and training;
- make sure that appropriate links are maintained with specialist health and other professionals where appropriate.
- provide staff with the appropriate PPE for them to carry out their duties safely
- ensure yellow bins are collected regularly
- ensure hand sanitising dispensers are regularly maintained and refilled
- ensure soap dispensers are regularly maintained and refilled

7. SAFEGUARDING LEAD SHOULD

- listen, record and investigate any conversations of concern from staff, volunteers or students regarding behaviour towards a pupil during intimate care

- listen, record and investigate any conversations of concern from staff, volunteers or students regarding behaviour patterns towards a particular member of staff during intimate care
- record and investigate, in accordance with the safeguarding policy, any concerns or observations reported by staff during the process of intimate care

8. GOVERNING BODY SHOULD

- define, monitor and review the policy with respect to the support of pupils with special educational needs;
- consult with the Headteacher and/or other senior leadership team in the formulation and updating of the Intimate Care Policy.

Appendix 1.

Intimate Care Log

Pupil Name: _____

Week Beginning: _____



Date	Time	Wet	Soiled	Nappy	Wiped	Clothes Changed	Assisted Toileting	Feminine Hygiene	Shower	Staff Initials	Notes
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Appendix 2.

Riverside Bridge School
Intimate/Personal Care Plan

Pupil Name:	
Pupil Date of Birth:	
Class:	
Date Devised:	
Review Date: (To be reviewed Termly)	
Devised by:	
Approved by: (SLT) (Safeguarding)	
Frequency of support:	
Any other comments:	

Information on Intimate care at Riverside Bridge:

Children and young people at school often require support in personal care. Children in the early years of school, and those with physical disabilities, and learning difficulties may require assistance in managing their personal needs. Other pupils, because of accident or illness, may also at some time require such assistance. Many pupils have support staff to assist them in all aspects of school life including personal care, while others may rely on the help and goodwill of staff and peers.

Aims

The aim of this document is to help schools, pupils and families:

Safeguard the dignity, rights, and well-being of our pupils;

Provide guidance and support to staff; Reassure parents that their children are cared for and protected.

The child

- The child has the right to assistance that respects his/her dignity, and to feel safe.
- The child has the right to feel comfortable with the adult's assisting them.
- The child should be encouraged to engage in the care procedure, to know what is happening, and give permission at each stage.
- The child should be encouraged to work towards independence, and helped to do so as much as possible for him/herself.

The parents

- Parents have the right to information regarding school policy and procedures designed to meet the needs of their child.
- The school should work closely with parents to ensure that all aspects of the care procedures are shared and understood.
- Parents have a responsibility to ensure that all relevant information is provided to help the school assist their child in an appropriate way.
- The school should gain written permission from parents for the care to be provided.

Training and resources

- Guidance/advice may be provided by the child's parent, and/or the child him/herself.
- All staff providing personal care must have received child protection training. Specialised training may be required if the child uses a wheelchair, hoist or colostomy bag.
- It is recommended that the school's arrangements in the absence of named staff should involve only members of staff who have undergone background scrutiny. Casual substitute staff should not provide intimate care in the school setting unless long term or are to become permanent.
- The school must provide appropriate accommodation that ensures privacy for the child, and is sufficiently spacious to accommodate any other equipment the child may need, such as a changing bench or hoist.
- The school should provide resources to ensure that procedures are carried out hygienically. This may include disposable aprons, gloves, wipes and medicated hand washing products.
- Additional requirements may include labelled bins for the disposal of soiled waste; items such as soiled nappies, catheters, etc., and arrangements for the collection of such waste.

Riverside Bridge School Intimate/Personal Care

- At Riverside bridge School we have at least one hygiene room available on each floor.
- Each of the hygiene rooms have at least one labelled bin for the disposal of any hygiene products used.
- Each room has an adjustable changing bed.
- Each pupil requiring Intimate/Personal care will have a box in the hygiene room closest to their classroom labelled with their photograph.
- Riverside Bridge School will provide staff disposable aprons, gloves, hand washing facilities.
- Riverside Bridge School will **NOT** provide nappy sacks, wipes, creams, nappies, pull ups, sanitary towels or any other form of hygiene product.
- There is an intimate care policy available for staff to read.
- Staff have been provided with Child Protection and Safeguarding training.

Parent/Guardian Name:	
Date:	
Sign:	

Approved by the Safeguarding Team at Riverside bridge school

Name:	Signature:	Date: