



CARLTON
ACADEMY TRUST

Carlton Academy Trust
Intimate Care Policy

Approved on behalf of Trustees:

Gareth Logan

Date:

July 2022

Next Review Date:

July 2023

Definition

Intimate care involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out independently, but because of their young age, physical difficulties or other special needs students are unable to do for themselves.

Policy Statement and Aims

The Trust takes its' responsibility to safeguard and promote the welfare of our students seriously, which includes meeting a student's intimate care needs.

Students

Schools will treat all students with respect and dignity when intimate care is given. They will be treated as an individual, and care will be given gently and sensitively. No student will be attended to in a way that causes distress or pain. Students with complex or long-term medical conditions will have an individual healthcare plan developed by the school, which may consider their intimate care needs.

Staff

All staff undertaking intimate care will be fully trained to undertake their role in an effective and appropriate manner, working closely with parent/carers and other professionals (where relevant) to share information and provide continuity of care. Personal care responsibilities include personal hygiene tasks as well as the cleaning of associated equipment.

Where specific procedures are required, only staff suitably trained and qualified staff should undertake the procedure.

Legislation

This policy complies with the provisions of the following legislation:

- Section 175/157 of the Education Act 2002
- Equality Act 2010
- Keeping Children Safe in Education 2021

Safeguarding and Intimate Care

As intimate care is a regulated activity, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the student/s in their care, thereby providing extra safeguarding protection to both parties.

A student's right to privacy will be respected, and as such consideration will be given to their individual circumstances to determine how many staff need to be present when they need intimate care.

Where a member of staff has any concerns about physical changes to a child, such as bruises or soreness, they must immediately report these to the DSL without delay.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, their concerns will be investigated and fully recorded. Parents/carers will be contacted at the earliest opportunity and contribute to seeking an effective resolution. Staffing will be altered until issue(s) are resolved ensuring that the child's needs remain paramount. Further advice may be taken from outside agencies where necessary.

Where a child makes an allegation against a member of staff, the procedures set out in the CAT Safeguarding and Child Protection policy must be followed.

Record Keeping

Staff must inform another appropriate member of staff when they are going to assist a student with intimate care on their own. This will typically be another teacher or classroom support assistant within that class or school.

Accurate records must be kept when a student receives intimate care, using the format shown in Annex A. These will include comments and observations, such as changes in the child's behaviour.

Records will be kept in the student's file and will be made available to parents/carers on request. If a student without an intimate care plan/other support plan) has an 'accident' whilst at school (wetting or soiling themselves) and they need help with intimate care, the parents/carers will be informed of this on the same day. This will be communicated in person by telephone or by sealed letter.

Intimate Care Plans

Students who need regular intimate care will have an Intimate care plan (Annex B) or an Individual Healthcare plan, which outline what will be done, by whom and when. Where possible, its provisions will be agreed after a formal meeting that considers the views of the student (where possible), parents/carers, school staff and other professionals such as school nurses or physiotherapists.

Other considerations when writing the plan include:

- Agreeing and using appropriate terminology for genitalia/private parts and bodily functions (where needed).
- The religious views, beliefs and cultural values of students and their families.
- Respecting the child's rights to privacy and modesty.
- Consider any historical concerns, such as previous abuse.
- Which staff member/s will support their intimate care needs. Wherever possible, this should consider student preferences.
- Safer working practice and ensuring that processes are transparent.

Plan will be reviewed when necessary, and at least annual basis.

Note: In some cases, intimate care needs will be included as part of an Education, Health and Care Plan (EHCP), SEN Support plan.

Parent/Carer Responsibilities

Parents/carers should provide appropriate products including but not limited to spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents. They should also inform the school when their child has any marks / rashes.

Health and Safety

All staff must maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection. Bodily fluids will be cleaned up immediately and disposed of safely. Staff will wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterward. Further details can be found in the Trust Health and Safety policy.

Annex B: CAT Intimate Care Plan

| | |
|--|-----------------------------|
| Student Name: | Year / Class: |
| Name of staff member / keyworker: | |
| Date: | Review Date: |
| Area of Need | |
| Equipment Required | |
| Locations of suitable toilet facilities | |
| Support required | Frequency of support |

Working towards independence

| Student will try to | Staff member will | Parents will | Target achieved date |
|----------------------------|--------------------------|---------------------|-----------------------------|
| | | | |

Signed: _____ **Parent**

Signed: _____ **Staff member**

Signed: _____ **Student (where appropriate)**