Hales Valley Trust
RESPECT RESOURCEFUL RESILIENT

Policy for Intimate Care

Policy Tracker – Responsibility for monitoring this policy: Trust SENDcos (Reviewed annually – date of next review Summer 2027)			
Date of review	**Reviewed by**	**Role**	**Date approved**
January 2019	J Mackinney G Craig Trust SENDcos	CEO CoD SEND	Spring 2019
January 2020	J Mackinney Trust SENDcos	CEO SEND	March 2019
May 2020 (updated in line with Dfe Guidance due to COVID 19)	J Mackinney Trust SENDcos	CEO SEND	May 2020
February 2021	J Mackinney Trust SENDcos	CEO SEND	April 2021
June 2022	J Mackinney Trust SENDcos	CEO SEND	June 2022
April 2023	E Tolley	Head of Academic Outcomes and Inclusion	May 2023
April 2024	E Tolley	Head of Academic Outcomes and Inclusion	July 2024
June 2025	E Tolley	Head of Academic Outcomes and Inclusion	July 2025
June 2026	E Tolley	Head of Inclusion	July 2026

Aims:

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights and wellbeing of children are safeguarded.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

The purpose of this policy is to:

- Safeguard pupils and staff.
- Provide clear guidance regarding intimate care practices.
- Promote consistency across all Hales Valley Trust schools and specialist provisions.
- Ensure compliance with safeguarding, SEND and equality legislation.
- Clarify roles and responsibilities.
- Promote dignity, wellbeing and independence.

Introduction

Intimate care is any care which involves washing, touching, or carrying out an invasive procedure to intimate personal areas (such as cleaning a pupil after they have soiled themselves). In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the cases of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g., the administration of a rectal diazepam).

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice, and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Intimate Care Policy for Hales Valley Trust Schools

Hales Valley Trust is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a need to treat all children with respect when intimate care is given.

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise, from a physical disability or a medical condition, will result in an individual care plan and risk assessment for the child.

Staff who provide intimate care are supported to do so as part of child protection training and are fully aware of best practice. External agencies will also support staff as required. Where required, staff will also complete Safer People Handling Training if they need to engage with moving or lifting a pupil. Apparatus will be provided to assist

with children who need special arrangements following assessment from physiotherapist/occupational therapist.

Health and Safety

The management of all children with intimate care needs will be carefully planned. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. Each child's right to privacy will be protected. 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. When carrying out procedures, the school will provide staff with:

protective gloves, protective aprons, cleaning supplies, changing tables and bins.

Any soiled waste should be placed in a polythene waste disposable bag which can be sealed. This should be placed in a bin complete with liner and lid, which is specifically designated for the disposal of such waste (to ensure double bagging). It can be collected as part of the usual refuge collection as this waste is not classed as clinical waste.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

Concerns about Safeguarding

Trust's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a DSL or Senior leader.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the Trust's managing allegations and safeguarding procedures.

This policy adheres to the principles under data protection law. For further information please review Hales Valley Trust data protection policy published on the school's website.

Intimate Care documents

Prior to intimate care procedures taking place, a discussion will be held with parents/carers to discuss the member of staff who will be responsible for intimate care including when and where this will be carried out. The form also identifies itemsthat parents will need to provide for their child (see appendix 1).

At Hales Valley Trust all intimate care procedures are recorded on an intimate care record. This identifies the date and time that a procedure is carried out and is signed by the member of staff responsible (see appendix 2).

Appendix 1: Intimate Care Form

Appendix 2: Intimate Care Record

Data Protection

This policy adheres to the principles under data protection law, for further information please review the school's data protection policy published on the school's website.

Appendix 1

Intimate Care Form

Statement of Intent

Some children will still be wearing nappies when they start school and other children will have 'accidents' from time to time. Some children will also have ongoing medical conditions or a physical disability. This will mean children need to be changed.

Aim.

The aim is to ensure that every child feels comfortable, safe and cared for during intimate care. All staff will follow our procedure which will respect the child's wishes and feelings.

Procedure.

- Home/School agreement to be signed by the parents/carers of children who are not yet toilet trained or have a medical condition or a physical disability requiring intimate care.
- Parents will be responsible for providing all spare clothing, nappies, wipes and nappy sacks.
- Only employed Hales Valley Trust staff are responsible for changing children.
- A child will be taken to the appropriate school facility to be changed.
- Children will be encouraged to be as independent as possible.
- Full PPE will be worn by staff when providing intimate care.
- Soiled nappies, aprons and gloves will be disposed of in a nappy sack and placed in an appropriate bin.
- A child's clothing will be placed into a plastic bag to be taken home and spare clothes will be given. The spare clothes will be washed by the parent and returned to school.
- A record of all intimate care procedures will be kept in the school. The record will be signed by the staff member who changes the child.

The members of staff responsible for carrying out your child's intimate care procedure will be:

_____. Plans are in place to cover staff in the event of absence.

Intimate care will take place in the designated changing facility identified within school.

I, the parent/carer of

_____

agree that:

- My child will arrive in a clean nappy or underwear
- If required, I will provide all nappies, wipes and nappy sacks to be used
- I will report any changes in my child's routine or skin care
- I will work with staff to help my child to become toilet trained, if appropriate
- I will provide a change of clean clothes

Signed_____ Date_____

Appendix 2:

Intimate Care Record

Please **sign** to identify when you have carried out an intimate care procedure:

Week Commencing:												
	Time	Signature	Time	Signature	Time	Signature	Time	Signature	Time	Signature	Time	Signature
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												