



## **The Gem Federation**

# **Intimate Care Policy**

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

### **Intimate Care definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure such as cleaning up a child after they have soiled themselves, to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care.

### **Legislation and Statutory Guidance**

This policy complies with [statutory safeguarding guidance](#).

### **Sharing information**

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

### **Role of Staff**

#### **Which staff will be responsible**

Teachers and teaching assistants.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

#### **How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training

They will be familiar with:

- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

### **Intimate care procedures**

At The Gem Federation we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

Any child with intimate care needs, will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

Intimate care plans will be draw up for particular children as appropriate to suit the circumstances of the child.

A discussion between the parent/carer and the school, will take place prior to a plan being created. The plan will outline who is responsible in school for changing the child and where and when this will be carried out.

A record of intimate care will be kept in school.

### **Approach to best practice**

- Staff will always encourage each child to attempt to do as much for themselves as they can.
- Each child's right to privacy will be respected
- Intimate care plan arrangements will be discussed with parents on a regular basis and changes recorded on a child's care plan.

Particularly with younger children, staff may need to carry out some cleaning to maintain the child's dignity and comfort. If a child needs to be cleaned, staff will do so and will make sure that:

- Two adults are in attendance
- protective gloves are worn
- the procedure is discussed in a friendly and reassuring way with the child throughout the process
- the child is encouraged to care for themselves as much as possible
- physical contact is kept to a minimum in order possible to carry out the necessary cleaning
- privacy is given appropriate to the child's age and the situation
- soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

### **Children Wearing Nappies /Pull Ups**

Any child wearing nappies, or pull ups will which will be checked every 2 hours but should be changed as and when needed in the designated changing place.

### **When carrying out procedures, the school will provide staff with:**

- protective gloves,
- cleaning supplies,
- changing mats
- nappy bins.

For pupils with intimate care plans and 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, wipes, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

### **Providing comfort or support**

Children may seek physical comfort from staff (particularly children in Early Years).

Where children require physical support, staff need to be aware that physical contact must be kept to a minimum.

When comforting a child or giving reassurance, the member of staff must ensure that at no time can the act be considered intimate.

If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

If a child requires physical comfort from a member of staff, this should always be in the presence of another member of staff or adult.

### **Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school'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 the schools DSL's.

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 school's safeguarding procedures.

### **Monitoring arrangements**

This policy will be reviewed by Sarah Beard.

### **Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Safeguarding Policy
- Safeguarding Policy COVID-19 addendum
- Health and safety
- SEND policy
- Supporting pupils with medical needs in school

Date: June 2022

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