

Bincombe Valley Primary School



BINCOMBE VALLEY PRIMARY SCHOOL AND COMMUNITY NURSERY

INTIMATE CARE POLICY

Overview of contents of this policy
1. Introduction
2. Principles
3. Intimate Care Plans
4. Medical procedures
5. Best practice
6. Record keeping
7. Child Protection
8. Physiotherapy
9. Massage
10. Emergencies
11. Other policies & documents

Safeguarding Statement: The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality Statement: We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Author: Dorset Council

Appropriate Governing Body Committee: FGB

Date: May 2024

Review Date: May 2025

Date approved: 23rd May 2024

Signed: Peter Marsden

1. Introduction

Intimate care is any care which involves washing, touching, or carrying out a procedure to private parts of the body.

It might include help with:

- washing
- toileting
- dressing
- changing nappies or continence pads
- managing periods

Most pupils can do this for themselves. But some pupils can't because of their:

- age
- mobility
- special educational needs or disability

Intimate care also includes supervision of pupils undertaking their own care. This might be where they need instructions or prompts from an adult.

It could also include swimming, physiotherapy and massage depending on the activity.

This is our policy for how we will manage intimate care for our pupils who need it.

2. Principles

We take our duties to safeguard and promote the welfare of our pupils seriously. Intimate care falls within this.

These duties are outlined in Section 175/157 of the Education Act 2002. In meeting these duties, we will adhere to [Keeping children safe in education](#) (Department for Education).

In line with the Equality Act 2010, we will not discriminate against a pupil with a disability. A person has a disability if they have a physical or mental impairment that has a:

- substantial
- long-term
- adverse

effect on their ability to carry out normal day-to-day activities.

When undertaking intimate care, we will be mindful that every child or young person has the right to:

- be safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted in their care to the best of their abilities
- express their views on their care and to have such views considered
- care that is of high standard and as consistent as possible

We will also:

- work with parent and carers, and relevant professionals, to provide continuity of care and share information
- ensure that staff undertaking intimate care do so in a professional manner
- provide intimate care gently and sensitively; no pupil will be attended to in a way that causes distress or pain

3. Intimate Care Plans

Pupils who need regular intimate care will be provided with an Intimate Care Plan. This is a written document that explains:

- what intimate care tasks will be undertaken
- when this will happen
- where these will take place
- who will do this

It will be written with input from:

- the pupil (where possible)
- parents and carers
- school staff
- other relevant professionals, such as a specialist nurse or physiotherapist

We will write the Intimate Care Plan at a meeting. At this meeting we will also consider:

- any historical concerns, such as past abuse
- the religious views, beliefs and cultural values of the pupil and their family
- appropriate terminology for private parts of the body and bodily functions; noting that safeguarding and sex education guidance generally states this should be anatomically accurate
- who will support the pupil and if this needs to be more than one person
- the health and safety of staff supporting the pupil and if moving and handling training is required

As far as possible, each pupil will have a choice about who supports them.

The Intimate Care Plan will be reviewed whenever there is a change in circumstances, and at least annually. A revised plan is likely be required for school trips.

Some pupils with complex or long-term medical conditions will have an Individual Healthcare Plan (IHP) implemented by the school. If these pupils need intimate care, their IHP will take this into account. They will not usually require a separate Intimate Care Plan.

Some pupils may have a Moving and Handling Risk Assessment and Care Plan. This might be because they have mobility difficulties. If these pupils need intimate care, the arrangements will be set out in the Moving and Handling Care Plan. They will not usually require a separate Intimate Care Plan.

4. Medical procedures

Some pupils might need help with medical procedures such as:

- administering rectal medication
- managing catheters
- colostomy care

These procedures will be discussed with parents or carers and documented in the pupil's Individual Healthcare Plan.

They will only be carried out by staff who have been trained in these procedures.

Staff will follow infection control guidelines and ensure that any medical items are disposed of correctly. Soiled clothes will be double bagged and returned to parents or carers for washing.

5. Best practice

Pupils will do as much as they can for their own intimate care needs, considering their age and ability.

Where pupils need help with intimate care, it will normally be undertaken by one member of staff. This is in line with the [Guidance for safer working practice](#) (Safer Recruitment Consortium). But we will make sure that another appropriate adult is nearby, and visible or audible. Intimate care will only involve more than one member of staff where the Intimate Care Plan states this.

Staff will use the pupil's preferred means of communication.

Staff will always explain or seek the pupil's permission before starting an intimate care procedure.

Staff undertaking intimate care will have training in:

- safeguarding
- disability awareness (relevant to the pupil)
- bladder and bowel care
- moving and handling (if necessary)

Staff will be aware of guidance on [preventing and controlling infections](#) (UK Health Security Agency). They will wear appropriate personal protective equipment (PPE), such as disposable gloves and aprons.

Staff will not carry a mobile phone, camera or similar whilst providing intimate care.

Only employees of the school will undertake intimate care (not students or volunteers).

All staff will be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

6. Record keeping

School staff will inform another member of staff when they are going to assist a pupil with intimate care on their own.

We will keep a record of all intimate care undertaken at school. Records will be brief but will include:

- date
- time
- what intimate care task(s) were undertaken
- any relevant comments, such as changes in the pupil's behaviour
- who undertook the care

Records will be kept in the child's file and are available to parents or carers on request.

If a pupil without an Intimate Care Plan wets or soils themselves whilst at school and they need help with intimate care, the parents or carers will be informed of this on the same day. This will be in person by telephone, or by sealed letter, not through the home/school diary.

7. Child protection

We recognise that pupils with special educational needs and disabilities are vulnerable to all types of abuse. Staff will adhere to the school's child protection policy.

Intimate care involves risks for children and staff as it can involve touching private parts of a pupil's body. As such, best practice will be followed, and staff will be encouraged to:

- be always vigilant
- seek advice where relevant
- take account of safer working practice

Pupils will be taught personal safety skills according to their age and level of understanding.

If a pupil becomes unusually distressed or unhappy about being cared for by a particular member of staff, this will be reported to the class teacher or Headteacher. The matter will be investigated, and outcomes recorded. Parents or carers will be contacted as soon as possible. Staffing schedules will be altered until the issue is resolved. The pupil's needs will remain of upmost importance. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, including a staff member, makes an allegation against an adult working at the school this will be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher). They will consult the Local Authority Designated Officer (LADO) for advice.

If a staff member has concerns about a pupil's presentation, they will report these to the Designated Safeguarding Lead (DSL) or Headteacher immediately. Concerns could include unexplained marks or bruises. A written record will be completed, and a referral will be made to Children's Services Social Care if appropriate.

8. Physiotherapy

School staff may be asked to support a pupil with their physiotherapy programme. This might include assisting the pupil to do stretches and exercises.

Staff will only do this where:

- the technique has been demonstrated by a physiotherapist
- a written programme has been provided

We will report any concerns about the programme or equipment issues to the physiotherapist.

Staff will not devise or carry out their own exercises or physiotherapy programmes.

9. Massage

Massage can be used with pupils who have complex needs to:

- develop sensory awareness
- increase tolerance to touch
- help them relax

Massage in school will only be performed on the:

- hands
- feet
- face

to safeguard both pupils and staff.

Massage will be undertaken by a suitably qualified or competent adult.

10. Emergencies

Staff who administer first aid will be trained in line with Local Authority guidance.

If a pupil requires examination of an intimate area of the body in an emergency, another adult will be present. But we will respect the pupil's right to privacy and dignity.

11. Other policies and documents

This intimate care policy should be read alongside our:

- Safeguarding and Child protection policy and procedures
- Staff discipline, conduct and grievance policy
- Supporting pupils at school with medical conditions policy
- Health and safety policy
- Special educational needs and disability (SEND) Information Report

It should also be read alongside:

- [Supporting pupils at school with medical conditions](#) (Department for Education)
- [Supporting children and young people with medical conditions: Local area guidance \(Dorset Council and NHS Dorset\)](#)
- Safer moving and handling for children and young people with physical (mobility) difficulties: Local authority policy and guidance (Dorset Council)