



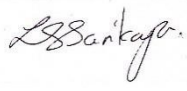
THE ST. BART'S  
**ACADEMY**  
— TRUST —


## Intimate Care Policy

October 2023

# The St. Bart's Academy Trust

## Intimate Care Policy

<b>Produced Date:</b>	<b>October 2023</b>	
<b>Approved by Trust Board:</b>		<b>Lisa Sarikaya</b> Chief Executive Officer
<b>Review Date:</b>	<b>October 2026</b>	

Date	Section Amended	Signature
1 <sup>st</sup> November 2022	Updated sections 1-7 + Ammendements to Appendix consent forms	
October 2023	Updated: Legislation and Statutory Guidance /Definitions added / Role of Parents / Role of Staff / Intimate care Procedures / Concerns about Safeguarding /Monitoring Arrangements / Parent/Carer Consent Form	S. Cope



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## 1. Aims:

This policy aims to ensure that:

- Intimate care is carried out properly by all academy staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Children 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 children involved

## 2. Legislation and statutory guidance:

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2023) 'Keeping children safe in education'

## 3. Definitions

For the purpose of this policy, **intimate care** is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves

- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed child

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Children may be unable to meet their own care needs for a variety of reasons, for example physical disability, learning difficulties, medical needs or needs arising from the child's stage of development and will require regular support.

## 4. Role of Parents:

### Seeking Parental permission:

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is available from parents and prior permission must be obtained from parents before intimate care procedures are undertaken

Any child who requires intimate care is treated with respect at all times; we recognise that the child's welfare and dignity is of paramount importance. We will work with parents and children to establish a preferred procedure for supporting the child in our care with their personal and intimate needs.

We acknowledge that cultural and diversity influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form. (**Appendix 2**).

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents to ensure that reasonable adjustments are made for any child with a health condition or disability .

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day.

Where there is not an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure

If the academy is unable to contact parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the academy will inform parents afterwards. Staff will not be alone with a child at any time. Parents will be contacted if the child refuses to be changed, or becomes distressed during the process.

### Creating an Intimate Care Plan:

Where an intimate care plan is required, it will be agreed in discussion between the academy, parents, the child (when possible) and any relevant health professionals.

The academy will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there is doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a child's needs.

### Sharing Information:

The academy 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 to support the development of the plan, and to facilitate intimate care most appropriately.

## 5. Role of Staff

Which staff will be responsible?

- Staff members carrying out intimate care within the setting will have this element included within the associated job description.
- No other staff members can be required to provide intimate care.
- Intimate care is a regulated activity; therefore, all staff at the academy 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 and most up to date safeguarding training
- If necessary, any additional training deemed appropriate by senior leaders and to meet the needs of the care plan.

Staff will be familiar with:

- The control measures set out in risk assessments carried out by the academy □ Hygiene and health and safety procedures.
- Academy Child Protection and Safeguarding Policy.
- They will also be encouraged to seek further advice as needed from senior leaders and external professionals

## 6. Intimate Care Procedures:

**At least Two** members of staff must be present when intimate care is given.

It is appropriate for any suitably qualified staff member to change children as long as they have an enhanced DBS with a barred list check and have received the appropriate training linked to the care plan.

Procedures will be carried out in a space to provide privacy from other children and adults. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

When carrying out procedures, the academy will provide staff with:

- PPE, cleaning supplies, changing mats and bins for disposal of waste.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

For children needing routine intimate care, the academy 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 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.

## **7. Concerns about Safeguarding:**

If a member of staff carrying out intimate care has concerns about physical changes in a child's presentation (e.g. marks, bruises, soreness), they will report this in line with the Academy Child Protection and Safeguarding Policy. If a child is injured accidentally or there is an issue when carrying out intimate care the staff member will report the incident immediately to the Designated Safeguarding Lead.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

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 in line with the Academy Child Protection and Safeguarding Policy.

## **8. Monitoring Arrangements:**

This policy will be reviewed every two years.

# The St. Bart's Academy Trust Intimate Care Plan



<b>Academy:</b>	Choose an item.
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**PARENTS/CARERS**

<b>Name of child</b>	
<b>Nature of intimate care needed</b>	
<b>How often care will be given</b>	
<b>What training staff will be given</b>	
<b>Where care will take place</b>	
<b>What resources and equipment will be used, and who will provide them</b>	
<b>How procedures will differ if taking place on a trip or outing</b>	
<b>Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan</b>	
<b>Name of parent or carer</b>	
<b>Relationship to child</b>	
<b>Signature of parent or carer</b>	
<b>Date</b>	

**CHILD**

<b>How many members of staff would you like to help you?</b>	
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Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

**Appendix 2 – Parent/Carer Consent Form Template**

# The St. Bart's Academy Trust Parent/Carer Consent Form



<b>Academy:</b>	Choose an item.
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PERMISSION FOR THE ACADEMY TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the academy to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I have been informed by the academy which members of staff will be providing intimate care to my child and approve this as appropriate.	<input type="checkbox"/>
I will advise the academy of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the academy immediately if I have any concerns	<input type="checkbox"/>
<p><b>I <u>do not</u> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</b></p> <p>Instead, the academy will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p>	<input type="checkbox"/>
I understand that if the academy cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the academy's intimate care policy, to make them comfortable and remove barriers to learning.	<input type="checkbox"/>
I understand that I am responsible for providing a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and spare clothing.	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	



# THE ST. BART'S ACADEMY

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