



HALES VALLEY TRUST

## Policy for Intimate Care

Policy Tracker – Responsibility for monitoring this policy: Trust SENDcos (Reviewed annually – date of next review Spring 2021)			
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 L Amos	CEO SEND Phase Leader	May 2020

## **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 undertake their duties in a professional manner at all times. 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 as required.

## **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. Usually, there are two adults present when supporting with intimate care. 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.

In accordance with the Trust Medical Policies, staff should wear full Personal, Protective Equipment (PPE) when providing intimate care including masks, gloves, apron and goggles/ protective eyewear. 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 refuse collection as this waste is not classed as clinical waste.

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.

### **Intimate Care Procedure**

New children have a general induction tour of the toileting area to make them feel safe and comfortable. Each child has their own nappies, pull-ups and wipes accessible, provided by the parents. Spare clothes should also be provided. To ensure Health and Safety procedures must be adhered to, please ensure the following steps are carried out when undertaking intimate care.

- Children should be changed whenever the need arises. They must not be left in soiled or wet items of clothing.
- An appropriate adult/adults, preferably their key worker should undertake the intimate care procedure.
- Suitable protective aprons and gloves must be worn when undertaking intimate care procedures.
- Talk to the children at all points of the intimate care, so that children understand what is happening at each point and why it is being done.
- Encourage the children to be as independent as possible throughout the intimate care procedure.
- Encourage and praise the child for completing toileting/intimate care tasks independently.
- Children should wash hands using soap and warm water after intimate care has taken place.
- Wipe down changing area and mat with sterilising solution and paper towels.
- Mop up any spillages around the toilet area (using appropriate mop and bucket).
- Ensure nappies are bagged and disposed of correctly using the nappy bin.
- Dispose of protective gloves and aprons in the nappy bin.
- Ensure hands are washed after nappy changing with antibacterial soap.
- The nappy bin must be emptied regularly and Dudley MBC waste procedures followed.

## **Intimate Care documents**

Prior to intimate care procedures taking place a discussion will be held with parents/carers to discuss the member of staff the who will be responsible for intimate care including when and where this will be carried out. The form also identifies items that 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

## **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 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.

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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 \_\_\_\_\_

