



St Richard's VC Academy  
**Intimate Care Procedures**



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Other related academy policies that support this Intimate Care procedure include:- Attendance, Child Protection, Complaints, Health & Safety, Medical Needs, Physical Intervention, Special Educational Needs & Disability, Staff Code of Conduct & Whistle Blowing.

## **Guidance for the Management of Intimate Care Procedures**

### Definition:

"Intimate care is care which involves contact with parts of the body that we usually consider to be private." Barnado's Carers' Handbook.

The term 'intimate care procedures' includes toileting and cleansing routines, catheterisation and colostomy care.

### Key Points

This guidance relates to pupils in Key Stages 1 and 2. See separate guidance for the Foundation Stage.

1. The need for school staff to manage intimate care for pupils in Key Stages 1 and 2 is likely to be exceptional and as a result of:
  - an accident (e.g. wetting, soiling)
  - additional needs (e.g. medical or physical difficulties)
2. Staff should consider carefully the welfare of both pupil and adults, and the procedure to be used.
3. When staff are required to manage intimate care there should, where possible, be two members of staff present. This should take place in the toilet adjacent to the school office as this is accessible and has the necessary resources available.
4. Wherever possible staff should provide verbal support and guidance in order for the child to manage their own intimate care. Only in exceptional circumstances should there be the need for any physical contact between the adult and child. If physical contact is necessary, the adult should explain to the child what needs to be done.
5. School staff should consult with senior leaders where any variation from agreed procedure is necessary. Any changes should be justified, discussed, agreed and recorded.
6. Staff must be willing, and the role should be included in their job description.
7. Facilities – sufficient disposable resources should be to hand – disposable gloves; latex powder-free gloves; bedding roll; wipes for changing mat/plinth. Surfaces should be wiped down after each procedure and hands washed thoroughly. Equipment needs to be left in a safe, clean condition.
8. Disposal - it is recommended that waste is placed in double black bin liners or in a bag supplied by a disposal company.
9. Following any intimate care procedure a record should be completed on the appropriate form (attached) and stored in the Medical Needs file which is kept securely in the school office. Parents should be notified and soiled clothes returned.

For pupils requiring intimate care on a regular basis an Intimate Care Plan should be drawn up.

Guidance relating specifically to pupils with an Intimate Care Plan

1. In order to ensure that intimate care is provided with dignity and respect, school staff should plan carefully liaising with the pupil and family.
2. When drawing up the Intimate Care Plan, the views of the pupil, parents/carers and staff will be taken into account and recorded on the appropriate form (attached).
3. Any appropriate equipment necessary for the Intimate Care Procedure will be identified and resourced by the appropriate agency (e.g. LA/School/Health Agencies).
4. Staff working with pupils requiring intimate care procedures will have enhanced DBS disclosures, and access to training in child protection procedures as well as in moving and handling where appropriate.
5. Staff should not attempt to carry out any procedure for which they have not received training and/or advice. The school should ensure that sufficient staff have the necessary training to cover for staff absence.
6. It is expected that sufficient personal articles e.g. nappies/pads will be provided by the parents/carers.
7. The Intimate Care Plan should be reviewed regularly depending upon the development of the pupil or if there have been any changes in therapeutic or medical needs. It should be reviewed at least annually.
8. Consideration will be given to the pupil's intimate care needs when planning a school trip or residential. The school will identify the pupil's needs and requirements and the facilities available. It will also consider what equipment/resources will need to be transferred or transported. When planning school trips all reasonable steps will be made to include pupils who require intimate care. This will be demonstrated through the risk assessments for the school trip.