



# **INTIMATE CARE POLICY**

1<sup>st</sup> September 2015

## DOCUMENT CONTROL

<b>Author/Contact</b>	Sharon Parish Tel: 01622 743286 ext 212 Email: Sharon.parish@futureschoolstrust.com	
<b>Document Reference</b>	Intimate Care Policy	
<b>Version</b>	01	
<b>Status</b>	Approved	
<b>Publication Date</b>	September 2015	
<b>Related Policies</b>	Safeguarding Policy Inclusion Policy Child Protection SEN Policy	
<b>Review Date</b>	September 2017	
<b>Approved/Ratified by</b>	Full Governing Body	Date: 07 July 2015
<b>Distribution:</b> Future Schools Trust Staff  <b>Please note that the version of this document contained within the VLE is the only version that is maintained.</b>  Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.		

Version	Date	Comments	Author
01	23.6.15		S Parish

**Review Process Prior to Ratification:**

Name of Committee	Date
Safeguarding	23 <sup>rd</sup> June 2015

Future Schools 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.

Future Schools Trust recognises that there is a need to treat all children with respect when intimate care is given.

All staff at Future Schools Trust are committed to Safeguarding our pupils.

The child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (Child Protection and Health & Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required. Further training is given where appropriate and specific to the needs of the students, such as pessaries, feeding tubes etc

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Staff will encourage each child to do as much for him/herself as he/she can. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. 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. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. A risk assessment must be completed. A risk could be e.g. a previous allegation by the child or manual handling concerns. If this is the case the reasons should be clearly documented.

Where possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

- Requirements for good practice:
- Parents are informed and consulted about arrangements for intimate care.
- Staff are familiar with child protection guidelines and procedures.
- Staff know who to turn to for advice if they feel unsure or uncomfortable about a particular situation.

- Any allegations which a child may make are not left unchallenged or unrecorded.

It is important that there is the opportunity for staff to be able to discuss issues with managers and to reach decisions based on skilled professional judgement calling on specialist advice where necessary, good communication with parents and, importantly, the best interests of the child.

It is not usually practicable from the point of view of staffing resources for there to be two members of staff involved with a child for intimate care unless for health and safety reasons eg with a child who is ill or difficult to move or handle. The best interests of the child need to be considered in making such decisions on staff. Whilst the presence of two people may be seen as providing protection against a possible allegation of abuse against a member of staff, it further erodes the privacy of the child. Ensuring that the member of staff makes their intentions and purpose known to others before commencing intimate care with a child is a sensible precaution.

### **Measuring the Impact of the Policy**

This policy will be evaluated and monitored for the impact on pupils, staff, parents and carers from the different groups that make up our school.

**FUTURE SCHOOLS TRUST****Intimate Care Plan**

Pupil's name:	DOB	School Site:
Reasons for the plan: Eg Extremely High Levels of Support Required for Personal Care Needs – specific requirements for Manual handling Fully Dependent on adults for Personal Care Currently on toilet programme Bowel Conditions Needs support with personal care Challenging Behaviour – see behaviour support		
Level of Supervision: Eg Adult staff ratio – 2:1, 1:1, general supervision, 1:1 during periods with second adult close by due to Behavior		
What Assistance Required: Eg details of assistance required eg assistance with clothing: wiping bottom: visual schedule		
When? Eg At least once a day; regularly; as necessary; according to individual toilet programme		
Where? Specify toilet area		
Facilities and equipment		
Any equipment required to be listed? Arjo, wet wipes, specific types of wet wipes, pads, any creams or powders supplied by parents and when to use, hoists and slings, handrails If toilet training programme, list details:		
The plan will be monitored by Class Teams, Key Stage coordinators and School Nurse to monitor.		This plan was completed by:  Date  Date for review

<b>This plan has been agreed by:</b>			
<b>Designation</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Parent/Carer			
Headteacher			
Teacher			

**Future Schools Trust**  
**Intimate Care Plan**

Pupil's name	DOB		School
Reasons for the plan:			
N/A			
Level of Supervision:			
What assistance is required?			
When?			
Where?			
<b>Facilities and equipment</b>			
Any equipment required to be listed			
If toilet training programme, list details:			
The plan will be monitored by Class Teams, Key Stage co-ordinators and School Nurse to monitor.		This plan was completed by: Date  Date for review	

<b>This plan has been agreed by:</b>			
Designation	Name	Signature	Date
Parent/Carer			
Headteacher			
Teacher			