



# Policy – Intimate Care

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**Review:** Swindon Borough Council guided/Annually

Approved by Governors on 18/01/2023

Signed: Chair of Governors

Headteacher

Review date: January 2024

## Introduction

It is our intention to develop independence in each child, however there will be occasions when help is required. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. The issue of intimate care is a sensitive one and will require staff to be respectful of a child's needs and any child protection issues. A child's dignity should always be preserved with a high level of privacy, choice and control. 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. Crowdys Hill School 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. Due to the intimate nature of these procedures staff will always work in pairs. They should spend no longer than is necessary over the process and limit activities to the minimum required to restore the child's hygiene whilst maintaining privacy and dignity. No child should be attended to in a way that causes distress or pain.

## What Is Intimate Care?

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child. In school this may occur on a regular basis or during a one-off incident. All children are always encouraged to be independent, therefore the child should be encouraged to do as much intimate care as they are able. If a child needs intimate care, parental permission must be obtained and an agreement signed (Appendix A). The pupil's dignity must always be considered and where contact of a more intimate nature is required (eg assisting with toileting or the removal of wet/soiled clothing), another member of staff must be present and should be made aware of the task being undertaken. This must be recorded in the intimate care log (Appendix B). From time to time the need for miscellaneous intimate care may arise due to unforeseen circumstances or if a child has an accident. This must be recorded in the miscellaneous intimate care log (Appendix C) and parents/carers must be informed on the same day.

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has soiled or wet him/herself
3. Supervising a child involved in intimate self-care
4. Assisting with/Changing a child's menstrual pads
5. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided, such as PEG feeding, catheterisation or mitrofanoff draining\*

\*In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

## Responsibility of Staff

The management of all children with intimate care needs will be carefully planned. Staff will be supported to adapt their practice in relation to the needs of individual children. The child will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. Only staff employed by Crowdys Hill School may administer intimate care. Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes such as the onset of puberty and menstruation. Wherever 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.

## Resources

The dignity and privacy of the child is of paramount concern. An area must be made private when a child is to be changed. Staff should always wear the appropriate PPE, such as plastic gloves and an apron, this is for the protection of both pupil and staff. Staff should be aware of the school's Health and Safety policy which can be found in Staff Read Only Drive – Statutory Policies, and is embedded:



POLICY - Health &  
Safety.doc

## The Protection of Children

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises etc, they will immediately report concerns to the DSL via CPOMS. 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. If a member of staff has any concerns about the conduct of an adult this should be reported directly to the headteacher. Please refer to the schools safeguarding policy which can be found in the Staff Read Only Drive – Statutory Policies and is embedded:



POLICY -  
Safeguarding and C

## APPENDIX A – Parent Letter



Dear Parent,

In order to allow school staff to assist with \_\_\_\_\_'s personal care please read the school policy on personal care below (paying special attention to parental responsibilities in sections “Disposal of Waste” and “Personal Care”), if you are happy with this policy please sign and date it, then return it to the school office.

### **Personal Care**

Personal care should be performed by a person of the same sex as the individual child, when at all possible, who has received appropriate training.

Due to the intimate nature of these procedures staff should aim not to work alone. If this is not manageable, at the very least, staff should always ensure that another adult is aware of the reason for withdrawing the child. They should spend no longer than is necessary over the process and limit activities to the minimum required to restore the child's hygiene. They should also ensure that there is open access to the work area, whilst maintaining the child's privacy and dignity.

Where appropriate the child should be encouraged to manage their own personal care under supervision.

### **Risk of Contact with Body Fluids**

To protect the child and school staff this process should always involve the use of plastic gloves / aprons. All waste should be disposed of with care. Staff involved in these procedures should adhere to the safe system of care advised by Swindon Borough Council.

### **Hand washing facilities**

Hand washing facilities must be available, staff should follow Swindon Borough Council hand washing guidelines.

### **Disposable gloves / aprons**

Soiled gloves and aprons should be disposed of in a clinical waste bin where possible or double bagged before disposing into domestic waste.

### **Disposal of waste**

Extremely soiled underwear can be disposed of and should be put into a clinical waste bin where possible or double bagged before disposing into domestic waste. However lightly soiled underwear can be double bagged and sent home for cleaning/disposal. Any other soiled clothes can also be double bagged and sent home with the child unless the soiling is extreme in which case call parents for advice.

### **Personal Hygiene**

Parents will provide flushable wet wipes and extra changes of underwear, nappy bags and carrier bags.

A written record should be kept of incidences of incontinence that requires the appropriate support staff to help to clean the genital area. For convenience a Log Book should be kept in the shower / changing room

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**I understand that in the event of my child being incontinent, appropriately trained school staff will be required to have intimate contact in the process of cleaning him / her. I accept that this is a service that the school is not obliged to undertake. I understand that it may be necessary to dispose of soiled underwear and I am required to provide flushable wet wipes, nappy bags, carrier bags and extra changes of underwear/clothes as required.**

*Please be advised that the school may need to enter this information onto a secure internal database, in order to ensure that all staff have access to your Childs' needs while he/she is in school.*

**Child's Name:..... DOB:.....**

**Parent/Carer Name:.....**

**Signature:..... Date:.....**



