



LINWOOD SCHOOL INTIMATE CARE POLICY

November 2023

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Policy

Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Executive Headteacher	Gemma Talbot	01202 525107
Designated safeguarding lead (DSL)	Nicola Cannings	01202 525107
Medical Lead	Elisa Witts	01202 525107



Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Students who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers 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 student involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and Statutory guidance

This policy complies with and/or compliments the following Linwood School policies and procedures:

- Safeguarding Policy
- Supporting Students with Medical Conditions and Medicine Policy and Procedures

Role of Parents/Carers

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

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/carers (see section 'Creating an Intimate Care Plan' below).

Where there isn't 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 school is unable to get in touch with parents/carers 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 school will inform parents/carers afterwards.

Creating an Intimate Care Plan

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

The school will work with parents/carers 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's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed annually, even if no changes are necessary (usually during the annual review process), as well as whenever there are changes to a pupil's needs.

See Appendix 1 for a blank template 'Core Care Plan' to see what this will cover.

Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

If there is a safeguarding concern that arises as a result of intimate care, the school's safeguarding policy and procedures will be followed.

Role of Staff

Responsibilities

Any roles who may carry out intimate care will have this set out in their job description. This includes:

- Teachers
- Teaching Assistants
- Long term agency staff (who have received in-class training)
- Medical Lead
- Nurses
- Senior Leaders

No other staff members can be required to provide intimate care.

All staff at the school 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 (induction and in-class training)
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.



Intimate Care Procedures

How procedures will happen

Intimate care will be carried out on a 2:1 basis unless this is considered not in the best interest of the student, or if not practically possible. If it is not in the best interest of the student then a conversation between professionals and parents/carers will take place to ensure this is reflected in the agreed care plan.

All intimate care procedures will be recorded on the 'Provision of Personal Care' recording sheet (see Appendix 2).

Procedures will be carried out in designated toilets or hygiene areas within the school. If on a trip or visit, care will be carried out in a toilet or an appropriate space.

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

Disposable gloves

Disposable apron

Clinisan (skin cleansing foam) Spray

Conti wipes

Nappy bags for soiled items

Continence products and sanitary wear is provided by parents/carers

Yellow bins that have a yellow bag inside

Not all equipment above will necessarily be used on every occasion, but will rather be in line with the agreed care plan. Parents/carers, for example, may provide their own choice of cleaning products for staff to use.

For students needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

The space in which personal care has taken place should be left in a clean and tidy state.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the DSL or Medical Lead.

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 according to the school's safeguarding procedures. This should be reported directly to the Executive Headteacher.



Monitoring Arrangements

This policy will be reviewed by the DSL and Medical Lead annually. At every review, the policy will be ratified by the governors.

Links with other policies

This policy links with the following policies and procedures:

- Safeguarding
- Hygiene and Infection Control Guideline
- Supporting students with medical conditions and medicines policy and procedures
- Health and Safety

Appendix 1: Care Plan template

Core Care Plan – Personal Care for Continence Product Use / Toileting

Name:

DoB:

Class:

Date:

Requirement	Whom	Action	Date Reviewed	Signature (class teacher)



Key:

W - Wet

U - Wee in toilet

S - Soiled

BO - Bowels opened in toilet

M - Menstruating

CI - Cleaned (with foam and Conti wipes)

CC - Changed clothes

CP - Changed pad

Sat - Sat on the toilet (had a go)

PA - Product applied



Appendix 3: Personal Care Routine Consent Form

Personal Care Routine Consent Form

Please use this form for products that are part of a pupil's personal care routine, and which are not prescribed for medical reasons.

Name:		
DoB:		
Class:		
Name of product		
Expiry date of product:		
When to apply:		
Any other instructions differing from package?		
Parent /Carer name:		
Parent / Carer Signature:		
Signature date:		
Staff member receiving:	Staff signature:	Date school received:

Please indicate with a circle on body map where to apply the product.

Please keep a copy of this document with the student's **Provision of Personal Care** sheet.

Please record on the **Provision of Personal Care** sheet:

- When product is applied during personal care,
- Or product is applied at any other time in school day.

Please note below, if once opened there is a use within date:

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