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Intimate Care Policy

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Stakeholders Consulted:	
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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, privacy, rights, independence and wellbeing of every child 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 child 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 students 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.

2. Legislation and Guidance

This policy complies with the Department for Education's (DfEs) statutory safeguarding guidance:

- Keeping Children Safe in Education
- Early Years Foundation Stage (EYFS) statutory framework

It also complies with our funding agreement and articles of association.

3. Role of Parents/Carers

3.1 Seeking Parental Permission

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 consent form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 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 academy 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 academy will inform parents/carers afterwards.

3.2 Creating an Intimate Care Plan

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

The academy 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 is 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, and updated whenever there are changes to a student's needs.

See appendix 1 for a template plan.

3.3 Sharing Information

The academy will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected to also share relevant information regarding any intimate matters as needed.

The academy nursing team will assist with advice around intimate care.

The child will be consulted and involved wherever possible in a manner that they understand.

4. Role of Staff

4.1 Which Staff will be Responsible

Any roles who may carry out intimate care will have this set out in their staff training.

All staff at Coritani 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.

The SENDCo will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

4.2 How Staff will be Trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the student to have as much participation as possible

They will be familiar with:

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

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

5. Intimate Care Procedures

During nappy changes, toileting and any intimate care procedure, Coritani Academy will balance children's privacy with safeguarding and support needs.

5.1 Staffing

In general, 1 member of staff will be present with each child, except for circumstances where:

- 2 members of staff are needed to:
  - Safely handle a child who needs to be assisted
  - Use equipment such as a hoist
- There is a known risk of false allegations by the student

In cases where a student needs regular intimate care, where possible, the same member of staff will assist the same student each time they need support. We will train 2-3 members of staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also people known to the child.

At Coritani Academy male members of staff may be allocated to change female students or vice versa. The decision to allocate a member of staff of a different gender to the student will be discussed with the parents/carers and student, if appropriate.

5.2 Arrangements

Procedures will be carried out in either the disabled toilet or a specific changing/washroom.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Doors will not be locked. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the academy will provide staff with aprons, gloves, wipes, disposal bags, bins and handwashing facilities and supplies.

For students needing routine intimate care, the academy 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.

Children should remain standing wherever possible throughout the procedure unless their physical needs prevent this. Emphasis must be placed on the minimum level of assistance required to promote independence. Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

A pastoral note on the learner's profile on Arbor will be added to record instances of intimate care including the date, time, staff involved and any relevant observations. This will be reported to parents/carers, if appropriate, for example if it is out of the ordinary.

5.3 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 academy'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 Designated Safeguarding Leader (DSL).
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 academy's safeguarding procedures.
Where the academy notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with

the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the academy's DSL will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

5.4 Specific Procedures for Nappy Changing in Nursery/Early Years

Rather than a standing position, early years children may have to lie down to be changed.

Hygiene precautions should be taken e.g., use of disposable gloves, aprons, handwashing facilities and supplies.

The disabled toilet or changing room should be used for changing and the door should remain unlocked

Soiled items must be disposed of in the bins provided.

Intimate care will be recorded as a pastoral note on Arbor.

5.5 Specific Procedures for Toileting Accidents

Where students are starting school without having been toilet-trained, staff will work with the student's parents/carers to agree on a care plan.

The academy will record the number of soiling incidents in school as a pastoral note on Arbor, and liaise with the student's parent/carers about:

- The outcomes of relevant medical appointments attended by the child
- Whether there is a change in the pattern of soiling incidents, at home or at the academy
- Whether the current plan is working

5.6 Management of Menstrual Care

All staff will be sensitive to the fact that:

- Students at our academy may start to menstruate
- While there is no shame or stigma attached to this, those students may wish to deal with it discreetly

The academy will offer sensitive and practical information to students about:

- Where sanitary products are available
- How to use and dispose of them correctly

Period products available to students can be found in reception

Products available include; sanitary towels, tampons, period pants

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

6. Monitoring Arrangements

This policy will be monitored by SENCo. It will be reviewed and approved annually by the Academy Oversight Committee.

This policy remains valid until it is reviewed and replaced, it does not expire by date alone.

IET reserves the right to make amendments to this policy at any time without notice.

7. Links with Other Policies

This policy links to the following policies and procedures:

- Accessibility Plan
- Child Protection and Safeguarding
- Health and Safety
- SEND
- Supporting Students with Medical Conditions