



Aboyme Lodge School

Intimate Care Policy

September 2018

Definition

- Intimate care may be defined as any activity required to meet the personal care needs of each individual child.
- It involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.
- This may include support with dressing and undressing, washing, toileting and menstrual care.

Parents/carers have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Responsibilities

School:

- To endeavour to provide a safe, happy and caring environment for all children
- To support every child in the school and to ensure that no child is put at unnecessary risk
- Treat every child with dignity and respect
- Discuss the personal care needs of any pupil prior to them attending school
- Ensure there is good communication between school and home by informing parents/ carers about toileting when necessary
- Keep a record of incidents with details of timings and staff who are involved in the intimate care of a pupil
- To never leave a child in wet clothing and provide assistance in changing them if a child has an accident
- Where necessary, meet with parents/carers and write a plan to meet the needs of a specific medical condition or special circumstances
- Involve the child who requires intimate care in planning for their needs and encourage the child's participation in toileting procedures where possible
- Respect cultural practices of the family
- Contact parents/carers if the child refuses to change, cannot be cleaned sufficiently or becomes distressed during the process
- Where necessary, phone parents to discuss individual accidents (e.g incidents with older children)
- If a child soils themselves, then professional judgment will be used as to whether the child can be easily cleaned and changed. In the case of excessive soiling, the child will be initially cleaned to minimise any discomfort and a parent/carer will be contacted to assist or take home the child for thorough cleaning. Some incidents may require a more in depth clean such as a bath or shower

Parents/Carers:

- To ensure that their child is fit and well enough to attend school
- Provide spare clothing and wet wipes in case of accidents
- Ensure their child goes to the toilet at the latest possible time before coming to school
- Provide the Class Teacher and Headteacher with sufficient information if their child has a medical condition and inform them of any treatment and special care needed at school
- Discuss with the school how often their child will need changing and who will change them. For cases of regular soiling, the child may require an individual intimate care plan and this will be discussed with the child's parent/carer
- If a child soils themselves, then professional judgment will be used as to whether the child can be easily cleaned and changed. In the case of excessive soiling, the child will be initially cleaned to minimise any discomfort and a parent/carer will be contacted to assist or take home the child for thorough cleaning. Some incidents may require a more in depth clean such as a bath or shower
- To contact the Headteacher if there are any problems or any exceptional circumstances

The Class Teacher and Headteacher will seek parents' agreement before passing on information about their child's health to other school staff.

Health and Safety

Aboyne Lodge school will follow the Health and Safety policy when providing intimate care for a child. This will also include:

- Staff will wear an apron and disposable gloves while assisting a child
- Soiled clothing will be sent home with a parent/carer to be laundered
- The toilet area will be cleaned after use and cleaning staff/site manager will be informed
- Hot water and soap are available to wash hands
- Paper towels are available to dry hands

Safeguarding

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and taking action to enable all children to have the best life chances. At Aboyne Lodge School we:

- Ensure every child is treated with dignity and respect

- Ensure that only members of staff who are familiar with the Intimate Care Policy and all school safeguarding documentation are involved in the intimate care of children
- A member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care
- If any member of staff has concerns about any safeguarding issue, they will inform the designated safeguarding lead or deputy.
- Where necessary, an individual care plan will be written to meet the needs of a specific medical condition or circumstances of the child
- All staff are DBS checked and therefore it will be normal practice for only one adult to be involved in attending to a child's personal needs. The person attending will always be a member of the school staff. Students on placement or parent helpers will not be involved in supporting children in this area of care