

Policy / Procedure Cover Sheet

Policy/Procedure	Intimate Care Policy		
Type	Health & Safety		
Applies to project(s)	Bright Sparks Learning Centre	Policy No	HS/08
Created by(owner)	Claire Fyfe		
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Change History:

Version	Description	Date issued	Reason	Approved by
1.0	New Policy	01.09.20	New Policy	CF

Related Policies:

Policy Ref No.	Policy Name	Policy Ref No.	Policy Name
OP/04	Anti-Bullying/Harassment	S/01	Child Protection & Safeguarding
OP/03	Behaviour for Learning	S/04	Preventing Extremism
OP/15	Exclusion	HS/01	Health and Safety
OP/01	Admissions	OP/12	Staff Behaviour (Code of Conduct)
OP/18	Whistleblowing	OP/10	Equality and Diversity
OP/09	Equal Opportunities		

Distribution:

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Hard copies – All Employees, Office

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1 Introduction

- 1.1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam). This type of procedure should also be accompanied by a medical plan.
- 1.2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour may be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 1.3 Bright Sparks Learning Centre is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. It recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

2 Approach to Best Practice

- 2.1 The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training as needed for specific pupils with statements/disabilities) and are fully aware of best practice.
- 2.3 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. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved. Exceptions may be made for pupils with learning disabilities with parental consent/agreement (APPENDIX 3).
- 2.4 The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual Intimate Care Plans will be drawn up for particular children as appropriate to suit the circumstances of the child (APPENDICES 1-2).
- 2.5 Each child's right to privacy will be respected. When a child is in need of intimate care, two adults should be present. One to carry out the necessary care and one to support and safeguard the adult and child. The carers will generally be the same people who are involved with the care and have had the suitable training but there should be several people who are capable of supporting the child and are aware of their needs.

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2.6 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan (APPENDIX 1). The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

3 The Protection of Children

3.1 Bright Sparks Learning Centre Safeguarding procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/designated person for child protection.

3.2 If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding/Child Protection Policies for details).

4 Changing Facilities

4.1 Children who have long-term incontinence will require specially adapted facilities. The dignity and privacy of the child should be of paramount concern. Consideration is given to the situation of this area from a health and safety aspect. The area should not be situated in a thoroughfare, as a changing mat may have to be used on the floor when a child is being changed. This method of changing a child is recommended, as it avoids having to lift a child and cause possible back injury (see APPENDICES 1-3).

5 Toileting

5.1 If a child has soiled themselves, it is essential that staff protect the child (and themselves) by:

- i. phoning the parent/carer for permission to clean/change the child. If the parent/carer refuses, they must come to the Centre straight away to manage the situation;
- ii. two adults are involved in the process if the parent/carer gives permission (one to clean and the other to stand by the door to manage privacy);
- iii. depending on the age of the child – the child should have autonomy at all times;
- iv. the situation must be dealt with in a toilet.

5.2 In the case of supporting a child who requires regular toileting, Bright Sparks Learning Centre will implement a Toilet Management Plan which is completed prior to support taking place (APPENDICES 1-3). If the toilet management plan has been agreed and signed by parents and staff, it is acceptable for two members of staff to assist a child unless there is an implication for safe moving and handling of the child.

6 Health and Safety

6.1 Staff should wear a plastic apron and gloves when dealing with a child who is bleeding or soiled. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste.

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7 Special Needs

- 7.1 Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and IEPs for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the centre should be easily understood and recorded (APPENDICES 1-3).
- 7.2 Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in the centre for the use of their child.

Signed **Claire Fyfe**

On behalf of Bright Sparks Learning Centre

Claire E Fyfe

Dated: 01.09.20

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Child's Name:		Date of Birth:	
Name of Support Staff:			
Area of Need:			
Equipment Required:			
Location of Suitable Facilities:			
Frequency of Support:			
Other details:			
Working towards Independence			
The child will try to:			
Staff assisting will support by:			
Review date of Care Plan:			
Agreed and signed:			
Parents/Carer:		Date:	
Child (if appropriate)		Date:	
Staff involved		Date:	
DSL/Inclusion Manager		Date:	

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**Toilet Management Plan
(Agreement between Staff and Child)**

Child's name:	
Date of Birth:	
Support staff name(s):	

Support Staff /Class teacher:

As the person helping you in the toilet you can expect me to do the following:

- I will stop what I am doing to help you in the toilet as soon as you ask me;
- I will avoid all unnecessary delays;
- When you use our emergency agreed signal, I will stop what I am doing and come and help;
- I will treat you with respect and ensure privacy and dignity at all times;
- I will ask permission before touching you or your clothing;
- I will check that you are as comfortable as possible, both physically and emotionally;
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you;
- I will look and listen carefully if there is something you would like to change about your Toilet.

Child

As the child who needs help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance, that I need to go to the toilet, so that you can come and help me;
- I will try to use the toilet at break time or at the agreed times;
- I will only use the agreed emergency signal for real emergencies;
- I will tell you if I want you to stay in the room or stay with me in the toilet;
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed;
- I will work with you to practice the things I need to do to become more independent in using the toilet.

We will review this agreement on:			
Agreed and signed:			
Child (if appropriate)		Date:	
Staff involved		Date:	

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**Parental Permission for
Bright Sparks Learning Centre Staff to Provide Intimate Care**

I understand that:

- I give permission to the Bright Sparks Learning Centre to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting;
- I will advise the head teacher (Claire Fyfe) of any medical reason my child may have which affects issues of intimate care;
- I understand that the intimate care provided for my child at Bright Sparks Learning Centre will be given by familiar members of staff.
- I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

Agreed and signed:	
Parent/Carer Name:	
Signature:	
Relationship to Child:	
Date:	

Child's name:	
Date of Birth:	
Address:	
Contact Details:	

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