

## INTIMATE CARE POLICY

### Objectives

This policy is designed to protect staff and those children who require intimate care.

### Definition

Intimate Care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Care may involve help with drinking, eating, dressing and toileting. In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process.

The key points of the policy are as follows:

- Clear processes and guidance in intimate care will be highlighted to all staff, particularly during induction training. Intimate care arrangements will where possible be discussed and agreed by parents
- New staff will be given every opportunity by their manager to discuss this policy and raise any concerns they might have
- No student, visitor, or work experience student will ever be responsible for the intimate care of any child
- The disabled toilet will be the "hygiene room" for the purposes of this policy (or, if necessary, the nearest toilet).
- At least two members of staff must be present in all instances of intimate care being given, with one of them preferably being of the same gender. Where possible, pairs of staff should be mixed up from time to time rather than remaining as a regular pair for these purposes
- This policy will only be changed to meet the needs of individual pupils or of the staff as a whole and will not be adapted for any individual staff member
- Each time a pupil receives intimate care, this must be documented and recorded and signed by both staff present
- Staff must report, in confidence, to a senior member of staff if they have concerns about the way intimate care is being administered by another member of staff
- If a child needs help with changing their clothes, for example if they have spilled something on themselves, or vomited, but this does not fall under the category of intimate care as outer clothes only are being changed, a member of staff will encourage the child to change themselves, offering help where needed. If the child is changing in a toilet, they will have the privacy of the single-use toilets.

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Next review: August 2024

Mrs L Sediles