



Intimate Care Policy and Guidelines

Introduction

All of the children in the Additionally Resourced Provision (ARP) at Colindale School have physical disabilities and often also have complex learning difficulties. They will usually require assistance on some level with intimate care tasks, especially toileting.

Other children may require support with intimate care on a long-term or short-term basis.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management, toilet training, washing, dressing and undressing for swimming.

All children at Colindale School have the right to be safe, to be treated with courtesy and respect, and to privacy. **The child's welfare and dignity is of paramount importance.**

The school works in partnership with parents/carers to provide continuity of care to children where ever possible.

Best Practice Guidelines

- The children will be treated with respect at all times
- Staff who provide intimate care to children are trained in Child Protection and Safeguarding and Manual Handling if required.
- There must be 2 assistants present when a child receives support with intimate care. One assistant will take the lead responsibility and must be trained in manual handling where necessary and be fully aware of the child's care routine. The second assistant need not be trained and will assist e.g. by passing things and organising clothing.
- Laminated booklets are displayed in the disabled toilets outlining individual childrens' needs.
- Staff are aware that their behaviour and practice is open to scrutiny.
- Only staff and the child's parent/carers are to carry out intimate care duties/tasks.
- Parents will be encouraged to use safe practice and staff will undertake the hoisting of the children on behalf of the parent.
- Intimate care will be carried out by staff familiar to the child, (staffing permitting) . When the children move into Key Stage 2, intimate care will ideally be given by staff of the same sex (staffing permitting). Parental wishes in this matter will be respected, where possible.
- If necessary, staff who are not familiar with the children will be guided by staff who know the child's care routine
- All children should be involved into the Intimate Care activity as appropriate to their communication needs and abilities.
- The child will be supported to achieve the highest level of independence that is possible for their age and abilities. Staff will encourage each child to do as much for themselves as possible, even if this is rubbing a part of their body dry or pushing their arm into a sleeve.
- Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives, encouraging them to participate in their own intimate care should be part of a general approach towards facilitating participation in daily life.
- Intimate care can take a substantial amount of time but should be a positive experience for the child, and used to promote personal development. Care should be given as gently and sensitively as possible,

and children should be encouraged to express choice and to have a positive self-image.

- We will not refer to the room as being 'smelly' or show any indication of feeling put off by any smell or action.
- Staff to use appropriate terminology or that agreed with parents/carers. e.g. "passing urine" , and less formally as poo and wee.
- Each child's privacy will be respected.
- There is a delicate balance between privacy and dignity for the children, and staff protecting themselves. Staff need to assess each situation and discuss it with their class team or line manager.
- Children's toilets are clearly marked around school and not used by adults.
- Intimate Care arrangements will be discussed with parents/carers, and their wishes taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Toilet training plans will be drawn up if appropriate and in consultation with parents/carers.
- Equipment will be provided to assist children who need special arrangements following assessment from physiotherapist/occupational therapist.
- Children will be taught personal safety skills carefully matched to their level of development and understanding. (See PSHE/SRE Policy)
- If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc., he/she will immediately report concerns to their line manager/designated person for safeguarding who will take the necessary action in line with the schools Safeguarding Policy.
- If a child becomes distressed or unhappy about any aspect of intimate care, the matter will be looked into initially by the staff team with consideration given to such triggers as position, medication, environment and staffing. During this process we will liaise with other professionals as appropriate.
- If an allegation against a member of staff is made, Barnet policies and procedures will be followed.
- Children should be dressed in their own nappies/pads. If they are running low, parents/carers should be informed

- Staff should always wear gloves when attending to a child who is bleeding, needs cleaning or when changing their nappy/pad. New gloves should be worn for each child changed.
- When having nappies/pads changed, children should be cleaned with wet wipes. Children should be cleaned from front to back. Barrier creams should be used when requested by parents and used only for that child - **no** sharing.
- Children who cannot stand to be cleaned or changed, should be placed on height adjustable changing beds following appropriate manual handling.
- All used nappies and tissues with body fluid on, to be placed in the yellow bins. Nappies which contain a bowel movement and menstrual pads, should be wrapped in a plastic bag before being put in the yellow bin.
- Changing beds/mats/potties and toilet seats should be wiped down with disinfectant after each use.
- When planning for an Educational Visit, provision of intimate care facilities needs to be considered in the risk assessment - including portable.

Policies which relate to this document are:

- **Induction Policy**
- **PSHE/SRE Policy**
- **Safeguarding Policy**

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