

# Meltham CE (C) School



## Intimate Care Policy

Policy Date:	2022	Version:	1.2
Policy Author:	P Gibbins		
Approved by:	Chair of Governors:		
Review Date:	2025		

### 1.0 Aims

The aims of this policy are:

- To clarify what is meant by intimate care
- To ensure pupils are treated with dignity when carrying out intimate care procedures
- To ensure that pupils are safeguarded when carrying out intimate care
- To inform parents of our procedures for intimate care

### 2.0 Roles and Responsibilities

Parents must

- inform school about any urinary/continence issues
- provide the equipment indicated in any intimate care plan
- meet with school staff to agree and intimate care plan if needed
- wash and return any clothing loaned by school

Staff must

- ensure they follow the procedures in the policy
- record any instances of intimate care
- ensure that resources needed for intimate care are available

Headteacher must

- review intimate care records termly
- ensure that an intimate care plan is in place for any pupil needing one

## 3.0 Policy

### 3.1 Defining intimate care

Intimate care is any care which involves washing, touching or carrying out any procedures to a pupils intimate personal areas. Intimate care may be needed if a child has soiled themselves or if they require support with menstrual hygiene. The school encourages pupils to be independent with their intimate care as much as possible.

### 3.2 Intimate care procedures

When intimate care takes places, two adults should be present, the adult carrying out the care and one to safeguard the pupil. The adult carrying out the intimate care should be familiar to the pupil. Both adults must be members of the school staff. Each pupil has a right to privacy and any intimate care must happen in a location that keeps the child's dignity. In Foundation Stage and Key Stage 1, this should be in the disabled toilet located in Class 1. Key Stage 2 pupils may use the disabled toilet in Y5/Y6 cloakroom. The school does not have showering or bathing facilities and so wet wipes are used to cleanse. If the pupil, cannot be cleaned well enough with wet wipes parents should be contacted.

All instances of intimate care must be recorded and signed by both adults. An example record sheet is attached (**appendix 1**). The intimate care record is kept in the Class 1 disabled toilet. Parents should be informed verbally at the end of the day that intimate care has taken place. If the child is not collected by parents/carer then the member of staff carrying out the intimate care should contact the parent by phone.

The member of staff carrying out the intimate care must wear a disposable plastic apron and disposable gloves. Any soiled waste, apron and gloves should be placed in a yellow clinical waste bag and disposed of in the yellow bin in Y5/Y6 disabled toilet. Staff must then disinfect their hands. Soiled clothing is put into a sealed yellow clinical waste bag and given to parents/carers.

### 3.2 Pupils in nappies

All pupils wearing nappies will have an intimate care plan that will be agreed and signed by the parents. (appendix 2).

### 3.3 Pupils with Special Needs

Additional vulnerabilities may be present for any Special Needs pupils. Extra care may need to be applied with communication of needs and wants. The SENDCo should be involved in planning any intimate care. An Intimate Care Plan may be needed for SEN pupils.



## Appendix 2 Intimate Care Plan

<b>Name of Child:</b>	
<b>Date of Birth:</b>	
<b>Class / Teacher Name:</b>	
<b>Care required and how often during the day</b>	
<b>Members of staff who will carry out the tasks – all staff need to be fully aware of toileting/intimate care plan and school priorities</b>	
<b>Names:</b>	
<b>Signatures:</b>	
<b>Where will the tasks be carried out and what equipment/resources will be required to safely carry out the procedures:</b>	
<b>Infection Control and Disposal Procedures in place:</b>	
<b>Actions that will be taken if any concerns arise:</b>	
<b>Parent's responsibility to provide:</b>	

**Any School/Home agreement of care/management plan or communication via school-home diary (if required):**

**Other Professionals in involved in care/advisory role: (School Nurse, Health Visitor, etc)**

**Additional Information:**

**We have read the Intimate Care Policy provided by Meltham CE Primary School. I/We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures**

Headteacher Signature

Date

Parent/Carer Signature

Date