



GREENWOOD ACADEMIES TRUST

**The Bramble
Academy**

Intimate Care Policy

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1. Policy Overview

This policy applies to any member of staff or volunteer at the The Bramble Academy who is involved in the intimate care of pupils. It will be of particular relevance to staff working in the Early Years Foundation Stages where there may be pupils who are not fully toilet-trained. Staff working with other vulnerable groups of children and young people (such as those with special educational needs, medical needs and/or a disability) may also need to provide intimate care.

Intimate care is any care which involves washing, touching or carrying out a procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. These are tasks which people usually carry out themselves but which some pupils will be unable to do because of their young age, physical disabilities or other special needs.

The Bramble Academy recognises its statutory responsibility to safeguard and promote the welfare of its pupils and takes this duty very seriously. Meeting a pupil's intimate care needs is one aspect of this safeguarding responsibility.

The Bramble Academy also recognises its duties under the Equality Act 2010 not to discriminate against, harass or victimise any pupil with a disability.

This policy should be read in accordance with the following Academy policies:

- Safeguarding Policy
- Health and Safety
- Medical Support for Pupils
- Special Educational Needs
- First Aid
- Allegations against Staff Procedure

In most cases, intimate care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific intimate procedure beyond this, only a suitably trained member of staff assessed as competent should undertake the procedure e.g., Personal Care Assistant.

2. Principles

- Any pupil who requires intimate care will be treated with respect at all times. The pupil's welfare and dignity is of paramount importance and no pupil should be attended to in a way that causes distress, embarrassment or pain.
- Pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can. This may mean, for example, giving the pupil responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit their circumstances.
- Each child's right to privacy will be respected.
- The Bramble Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.
- Staff will work in close partnership with parents/carers and other professionals to ensure the pupil's needs are being met and to provide continuity of care.
- Staff will have a high awareness of child protection issues.

3. Our Procedures

- The management of all children with intimate care needs will be carefully planned to the extent possible. For pupils with complex and/or long-term medical conditions, the Bramble Academy expects an individual healthcare plan (IHP) (Appendix A) to be put in place which, in consultation with the parents and the pupil, details the intimate care required and how best to provide this (for more information on IHPs, please refer to The Bramble Academy's policy on Medical Support for Pupils).
- Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. 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 the children/young people involved.
- There will be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. The pupil should be aware of each procedure that is carried out and the reasons for it.
- Children with special educational needs and/or a disability have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty will be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child and those with parental responsibility and the Academy should be easily understood and recorded. Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.
- Wherever possible, the same pupil will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the pupil who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.
- Wherever possible, staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence, for example, female staff who need to support a boy pupil in the primary phase if no male members of staff are available.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's Intimate Care Plan (Appendix B) where applicable. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Careful consideration will be given to each pupil's situation to determine how many carers might need to be present and having in mind the child's right to personal privacy. Where possible, one child will be catered for by one adult. The child will be changed by one adult in the disabled toilet in the F1 classroom, with the door open and a privacy screen used. If there is a sound reason for having more adults present, an additional adult can be present, but reasons for this must be documented.
- Where a formal plan is not in place, parents/carers will be informed if their child has needed help with intimate care needs (for example, wet or soiled themselves). Academy staff will communicate this information confidentially in person, by telephone or by sealed letter.

- An accurate written record (Appendix C) should be kept when a pupil requires assistance with intimate care setting out the time and date of the care, the care provided, who was present and any relevant observations regarding the pupil's behaviour. These records will be kept on the pupil's file.
- Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in the specially designed disposal bin in the F1 disabled toilet. The bin should be emptied on a weekly basis; it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste

4. The Protection of Children

- The Academy Child Protection Policy and Procedures and Inter-Agency Child Protection Procedures will be adhered to.
- All pupils 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. she/he will immediately report concerns to one of the members of the Designated Safeguarding Team.
- If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- If a child makes an allegation against a member of staff, all necessary procedures will be followed.

5. Complaints

Any concerns or complaints regarding this policy, or its implementation, should be brought to the attention of the Academy in accordance with the Academy's Complaints Procedure. This can be found on the Academy's website or is available from the office.



**THE BRAMBLE ACADEMY
HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS**

NAME:
CONDITION:

Personal Details

Name			
Year Group			
Date of Birth			
Condition			
Allergies		Date:	Review date:

Contact Information

Family Contact 1		Family Contact 2	
Name:		Name:	
Phone Number:	(work) (home)	Phone Number:	(work) (home)
Relationship:		Relationship:	

Details of Condition and Pupil's Triggers, Signs and Symptoms

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Daily Care Requirements

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School Trips and Visits

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Emergency Procedures and Actions

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Clinic/Hospital Contact		G.P.	
Name		Name	
Hospital address		GP address	
Phone Number:		Phone Number:	

Medication

Name:	
Dosage and Frequency:	
Administered:	
Possible side effects:	Common side effects:

Other Information

Form copied to: Parents, School Office, SLT, Class Teacher/s, TAs, 1st Aiders, Dinner Staff, SENCO.

Form displayed in: Classrooms, Staff Room, Office, SENCO Office, Lunch Hall

The Bramble Academy Intimate Care Plan

The Bramble Academy Intimate Care Plan	
Name of child	
Type of intimate care needed	
How often care will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Review date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed and washed?	

Signature of child	
Date	
KEY WORKERS	
Signature of key workers	
Date	

