

# Intimate Care Policy



**RIVERSIDE BRIDGE SCHOOL**  
'EXCELLENCE FOR ALL'



Partnership Learning



## INTIMATE CARE POLICY

Review Frequency:	Annually
Date of ratification:	November 2022
Date next review due:	September 2023
Scope of Policy:	This policy applies to all staff, students, governors and volunteers at Riverside Bridge School

**Designated Safeguarding Lead:** Miss C O'Keefe  
[chke@riverside.bardaglea.org.uk](mailto:chke@riverside.bardaglea.org.uk)  
Ext: 201102

**Safeguarding Assistants:** Ms J Hughes  
[johu@riverside.bardaglea.org.uk](mailto:johu@riverside.bardaglea.org.uk)  
Ext: 201091

Ms L Amri  
[leam@riverside.bardaglea.org.uk](mailto:leam@riverside.bardaglea.org.uk)  
Ext: 201100

Mrs K Cerri  
[kice@riverside.bardaglea.org.uk](mailto:kice@riverside.bardaglea.org.uk)  
Ext 201060

### 1.0 INTRODUCTION

1.1 All children have the right to be safe and to be treated with dignity, respect and privacy. The type and level of intimate care should reflect the age of the children and young people provided for.

1.2 Younger children and disabled children less able to attend to their own needs may require greater assistance. Clear expectations and boundaries should be established.

1.3 Intimate care should be:

- carried out by one adult, unless the task requires two;
- involve the child as far as possible in their own care;
- as consistent as possible;
- sensitive and responsive to the child's reactions. Always aim to promote a positive body and self-image and check with them that what you are doing is acceptable;
- carried out by someone who is confident in the procedure;
- essential to the appropriate teaching, management and the duty of care for children and young people;
- appropriately and consistently applied across settings as required by guidance and statutory compliance;
- implemented with a view to promoting children's welfare and safeguarding, developing safe working practices and minimising risks to children and adults;

- reasonably adjusted to ensure that it meets the needs of disabled children;
- 'limited touch', agreed with the child or young person where possible and never gratuitous or applied beyond that which is acceptable and reasonable or in a way which may be considered indecent;
- never carried out 'secretly'

#### 1.4 Be aware:

- if the child shows dislike for a particular carer try to find out why and consider changing responsibility to another;
- and report concerns immediately
- and make sure that the child is confident that their body belongs to them and that if they say or indicate 'no' at any time then this will be respected.

1.5 All pupils requiring physical support for intimate care will be required to have an Intimate/ Personal Care Plan created. This will be done by the Safeguarding and Welfare Officer alongside the parents and where possible the pupil. This plan will be reviewed at least annually, or as and when required.

## 2.0 NAPPY CHANGING

2.1 Responsible adults should be trained or have received guidance on how to carry out nappy changing procedures. They should:

- collect and organise wipes, clean nappy, disposable gloves, clean clothes and disposable bags;
- always take children to a changing room;
- ensure the changing room door is closed and the appropriate sign placed on the outside;
- talk to children whilst changing them;
- not leave children unattended in the changing room;
- ensure they have sanitised / washed their hands before they begin any personal care
- put on appropriate PPE and remove nappy or soiled and wet clothes;
- place the nappy in a nappy bag and dispose in the yellow bins. Place any lightly soiled clothes in a carrier bag to return home to parents, where the clothes are soiled beyond suitability to send home, staff are to use the washing machine to clean the clothing before sending home;
- gently clean genital area, groin and buttocks with wipes using a front to back action and place used wipes in plastic bag, this bag is then disposed of in the yellow bins;
- dry the child thoroughly and put on a fresh nappy;
- dress the child;
- tie up the plastic bags and dispose of in the yellow bins;
- clean the changing mat with appropriate disinfectant;
- place bags with soiled clothes ready to be taken home;
- wash hands/sanitise hands thoroughly;
- leave the area ready for the next nappy change as appropriate.

2.2 It is the responsibility of parents/carers to provide school with the necessary items to ensure their child is able to have their hygiene needs catered for. Items such as nappies/pads, wipes, nappy sacks, cream where necessary. Please note that if cream is to be applied then the medical procedures need to be followed.

2.3 School will provide equipment such as disposable gloves, aprons, masks, visors and anti-bacterial spray and tissue wipes to clean the area.

## 3.0 TOILETING

3.1 Responsible adults should be trained or have received guidance on how to carry out toileting procedures. They should:

- respond immediately to a child's request to use the toilet;
- escort the child to the toilet;
- help as necessary;
- remember that it is important to maintain dignity, allow privacy and encourage independence;
- provide help when it is needed to clean the child's bottom, staff are required to use the appropriate PPE where physical help is needed.
- clean gently and carefully and where possible with the child's consent;
- ensure that after using the toilet the child and staff member washes and dries hands thoroughly.

#### **4.0 CHANGING SOILED CLOTHES**

4.1 Responsible adults should be trained or have received guidance on how to carry out clothes changing procedures. They should:

- talk kindly to the child if they are upset and assure them that everything is okay, it was just an accident;
- always take the child to the changing room;
- when changing clothes and cleaning the child, follow guidance in nappy changing protocol. Only assist the child where necessary: allow the child to do as much as they can. Where physical support is required the staff member should wear the appropriate PPE.

#### **5.0 REQUIREMENTS OF RESPONSIBLE SCHOOL STAFF**

5.1 Responsible adults should:

- be seen to work in an open and transparent way;
- be sensitive to each child's individual needs;
- report, discuss and take advice promptly from the Safeguarding Lead over any incident, including any behaviour of colleagues, which may give rise to concern;
- be aware of and follow the Riverside Bridge School Policy on Intimate Care;
- treat information concerning the intimate care of children and young people with discretion and confidentiality;
- apply the same professional standards regardless of gender and sexuality;
- make sure they are dressed safely and appropriately for the tasks they undertake;
- be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them;
- remain sensitive to any child appearing uncomfortable and recognise the potential for misinterpretation of actions;
- be prepared to work together to deliver safe and appropriate intimate care;
- never act in a way which will place themselves at unnecessary risk
- record and report to their line manager any accident or injury to themselves or a child or a young person in their care;
- be responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation or intentions;
- know what to do when presented with an emergency;
- Record all intimate care actions on the 'Intimate Care Log' and ensure these are passed to the appropriate person at the appropriate times
- Take care of their own personal hygiene (washing/sanitising hands) before and after supporting each pupil.

#### **6.0 SENIOR LEADERSHIP TEAM RESPONSIBILITIES**

- Operate the Riverside Bridge School Policy on Intimate Care
- Make sure parents, carers and employees are aware of the policy;
- Make sure procedures are in place for the operation of the Intimate Care Policy
- Authorise other responsible adults to manage procedures;

- Provide employees with guidance and training;
- Make sure that appropriate links are maintained with specialist health and other professionals where appropriate.
- To provide staff with the appropriate PPE for them to carry out their duties safely
- To ensure yellow bins are collected regularly
- To ensure hand sanitising dispensers are regularly maintained and refilled
- To ensure soap dispensers are regularly maintained and refilled

## **7.0 SAFEGUARDING LEAD RESPONSIBILITIES**

- To listen, record and investigate any conversations of concern from staff, volunteers or students regarding behaviour towards a child during intimate care
- To listen, record and investigate any conversations of concern from staff, volunteers or students regarding behaviour patterns towards a particular member of staff during intimate care
- To record and investigate, in accordance with the safeguarding policy, any concerns or observations reported by staff during the process of intimate care

## **8.0 GOVERNING BODY RESPONSIBILITIES**

- Define, monitor and review the policy with respect to the support of children with special educational needs;
- Consult with the Headteacher and/or other senior leadership team in the formulation and updating of the Intimate Care Policy.