



INTIMATE CARE POLICY

REVIEW DATE: JUNE 2021

JUNE 2018

All pupils at Discovery Multi Academy Trust have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school life.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policy and Supporting Pupils with Medical Conditions Policy.

This policy supports the safeguarding and welfare requirements of the Early Years Foundation Stage 2012 and the Single Equality Act 2010, where disability discrimination is included as one of the nine protected characteristics. Discovery MAT will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for the parent/carer due to incontinence

The role of intimate care provider – this role is a voluntary position and therefore staff cannot be compelled to provide intimate care, including supported toileting unless they agree to do so or the intimate care role forms part of a job description, prior to appointment. Mobile devices that have capacity to take photographs and recorded video are **strictly prohibited** when a member of staff is involved in an intimate care procedure.

Intimate care tasks – covers any tasks that involve the dressing and undressing, washing, including those intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Recording intimate care interventions – it is Trust policy to record all intimate care interventions that take place on a logging sheet. This must be completed by the intimate care provider, and must include details of who was involved in the practice, at what time/date and the nature of the care provided for the child concerned.

Partnership with parents/carers – staff/child's key worker at Discovery MAT works in partnership with parents and carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out;

- What care is required
- Number of staff needed to carry out the task
- Additional equipment required
- Child's preferred means of communication
- Agreed terminology for parts of the body and bodily functions
- Child's level of ability ie. What tasks they are able to do by themselves
- Acknowledge and respect any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents and carers may be asked to supply the following as required:

- Spare nappies
- Wipes, creams, nappy sacks, etc
- Spare clothes
- Spare underwear

- Any other equipment, including medical equipment, as necessary

Best Practice – When intimate care is given, a member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in our settings must have a DBS check. Particular staff members are identified to change a child with known needs and this shall be recorded for that child.

Safeguarding – All of our staff are trained on the signs and symptoms of child abuse, in line with the Plymouth Children's Safeguarding Board guidelines and are fully briefed on our Safeguarding Policy.

If a member of staff has any concerns about a child, they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding & Child Protection Policy will then be implemented. Should a child become unhappy about being cared for by a particular member of staff, the DSL will look into the situation and this will be discussed with the child's parents or carers to resolve the problem. If necessary, the DSL will seek advice from other agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Management of Soiled Waste (including clinical waste) – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of in the appropriate yellow bin provided.

When dealing with bodily fluids, staff wear protective clothing and wash themselves thoroughly afterwards.

Soiled children's clothing will be bagged to go home; staff will not rinse it.

Children will be kept away from any contaminated area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.