



POLICY

Intimate Care

This document has been prepared to set out the Intimate Care Policy of Hanham Primary Federation. The document shall be reviewed every two years and approved by the Full Governing Body.

Document Control

Version	Revisions	Revised By	Approved By	Date
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1.1	None.			

Document Information

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Effective Date	Immediate
Reviewing Authority	Full Governing Body

INTIMATE CARE POLICY

Rationale:

- 1.1. Intimate care is any care which involves washing, touching or carrying out any procedure (such as cleaning and changing) to intimate personal areas.
- 1.2. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs.
- 1.3. The child's dignity should always be preserved with a high level of privacy, choice and control.

Procedure

- 2.1. There shall be a high awareness of child protection issues. If a member of staff has any concerns regarding child protection he/she will immediately report these concerns to the Designated Safeguarding Lead (DSL) for child protection or the headteacher.
- 2.2. Hanham Primary Federation 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. Hanham Primary Federation recognises that there is a need to treat all children with respect when intimate care is given and no child should be attended to in a way that causes distress or pain.
- 2.3. Staff will only carry out intimate care with the prior permission from the parent/s through an Arbor confirmation or phone call.
- 2.4. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can.
- 2.5. Individual Care Plans will be drawn up for any child requiring regular care. Parents will provide continence products and changes of clothing if frequent changing is necessary.
- 2.6. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. If a child needs to be washed or showered members of staff must be present.
- 2.7. Staff should always wear an apron and gloves when dealing with a soiled nappy or a child who is soiled. Waste should be placed in the designated bins.
- 2.8. In the event of occasional accidents where a care plan is not in place, parents/carers will be informed the same day. Parents of children requiring a shower will be contacted immediately.
- 2.9. Staff will record any cases of Intimate Care on CPOMS after each care is given.

Example care plan.

HANHAM PRIMARY FEDERATION Intimate Care Plan

Intimate care is defined as any personal care that most children would carry out for themselves.

Children receiving intimate care must be treated with respect at all times. Their welfare and dignity is of paramount importance.

Name:		DOB:	Year Group:
Things I can do on my own		Things that I might need help with	
• To		• To	
My care needs			
1	<i>When A visits the toilet he should be accompanied by MH (or replacement SEN TA if MH absent) who will wait outside the cubicle to verbally prompt Alex and remind him of routines.</i>		
2	<i>MH will ask A if he is clean and ask him if she can check.</i>		
3	<i>If further wiping following soiling is required, MH will provide wipes for A to use and verbally direct him as required.</i>		
4	<i>If additional cleaning is still required this will be explained to A and a verbal cue will be given before wiping takes place.</i>		
5	<i>A will be encouraged to replace/do up all clothing independently under verbal instructions when required.</i>		
6	<i>If assistance is required to replace/do up clothing, this will be explained to A and verbal cues will be given beforehand.</i>		
7	<i>A will be encouraged to wash his hands independently and verbal cues/praise will be given.</i>		
8	<i>MH will record all intimate care on the intimate care record</i>		
9	<i>MH will ensure parents are provided with a copy of intimate care records weekly</i>		
I am happy that this intimate care plan is followed at school			
Parents signed: Date:			
Child signed: Date:			
I am happy to use and follow this intimate care plan:			
Staff members signed: Date:			