



Bournville Primary School Intimate Care Policy

Date Ratified: 12th July 2016

Signed By:

On behalf of School Governors

Signed by :

Headteacher

Review Date: July 2017

Bournville Primary School – Intimate Care Policy

Rationale:

Bournville Primary School 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. Bournville Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Intimate care may be required if children are unable to toilet themselves independently; if children soil or wet themselves during the school day; or if for any other reason they require support to clean themselves.

Purposes:

1. To ensure that all children with intimate care needs are treated with respect at all times.
2. To ensure that staff who provide intimate care are trained to do so (including child protection and health & safety training in lifting and moving) and are fully aware of best practice.

Broad Guidelines:

1. Staff who provide intimate care are trained to do so, as appropriate, and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.
2. Hygiene equipment such as gloves and aprons will be provided and worn by staff during the intimate care provision.
3. 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.
4. Staff will encourage each child to do as much for him/herself as he/she can. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
5. 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.
6. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. A risk assessment must be completed. A risk could be e.g. a previous allegation by the child or manual handling concerns. If this is the case the reasons should be clearly documented.
7. Where possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
8. Soiled items that need disposal will be disposed of in yellow clinical waste bins. Where appropriate, soiled clothing will be sent home in a clean bag.

9. Where regular care is likely to be required for a large number of children i.e.: in Nursery, Preschool and reception, a plan for that area will be put into place. A plan will also be put into place for the whole school. Individual plans are only drawn up when individual children require regular or specific care.

Aims:

1. To give students the best intimate care available at school.
2. To ensure student with such needs are treated with sensitivity, dignity and diplomacy.
3. To ensure students privacy is respected.

Conclusion:

The School has a responsibility for care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. The issue of intimate care is a sensitive one and will require staff to be respectful to the student's needs and to be aware of the child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to students, wherever possible.



Personal Care Plan (example with a fictional child)

Pupil's Name: Fred Jones	DOB: 01.02.03	Class 10a
Reason's for Plan: Eg Extremely High Levels of Support Required for Personal Care Needs – specific requirements for Manual handling Fully Dependent on adults for personal Care Currently on toilet programme Bowel Conditions Needs support with personal care Challenging Behaviour – see behaviour support		
Level of Supervision Required: Eg Adult staff ratio – 2:1, 1:1, general supervision, 1:1 during periods with second adult close by due to behaviour		
What assistance Required? Eg details of assistance required eg assistance with clothing: wiping bottom: visual schedule		
When? Eg At least once a day; regularly; as necessary; according to individual toilet programme		
Where? Specify toilet area		
Facilities and Equipment		
Any equipment required to be listed: Arjo, wet wipes, specific types of wet wipes, pads, any creams or powders supplied by parents and when to use, hoists and slings, handrails If toilet training programme, give details:		
This plan will be monitored by class teacher, Key stage leader, SENCo and, where appropriate, school nurse.		This plan was completed by: Date: Date for review: