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1. Introduction

All children at Brent Knoll have the right to be safe and be treated with dignity, respect and privacy. Brent Knoll School is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. The school recognises that all children will be treated with respect when intimate care is given.

This policy sets out clear guidelines for supporting intimate care. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administration of Medicines policy. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005.

2. What is intimate care?

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which require direct or indirect contact with intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. Examples include care associated with continence, toilet training and menstrual management as well as help with washing or bathing.

3. Guidelines for supporting intimate care

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 and young people (CYP) will not usually be involved with the delivery of sex education to CYP in their care as an additional safeguard to both staff and CYP involved. Exceptions may be made for pupils with learning disabilities with parental consent/agreement.

At Brent Knoll pupils who require intimate care are:

- 3.1 treated respectfully at all times; the pupil's welfare and dignity is of paramount importance and will be preserved by providing privacy, choice and control.
- 3.2 made aware of the intimate care that is to be carried out by communicating with them using their preferred means of communication.

At Brent Knoll staff who provide intimate care:

- 3.3 will be respectful of each child's needs.
- 3.4 will demonstrate a high awareness of child protection issues.
- 3.5 are trained to do so by class teachers/tutors and follow the pupil's Intimate Care Plan.
- 3.6 will adapt their practice taking into account pupil's cognitive level, communication needs and developmental changes such as the onset of puberty and menstruation, and this will be recorded on individual Intimate Care Plans.
- 3.7 will encourage pupils' to do as much for themselves as they can. This may mean, for example, giving pupils' responsibility for washing themselves by providing visual and verbal prompts.
- 3.8 will provide care, usually on a rota basis, by trained members of the staff team.
- 3.9 must wear disposal plastic gloves when dealing with bodily fluids, and wash their hands thoroughly afterwards.
- 3.10 will work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

At Brent Knoll parents/carers will:

- 3.11 be involved with their child's intimate care arrangements. Agreed arrangements will be recorded on the child's Intimate Care Plan.
- 3.12 need to supply spare nappies, wipes and creams, spare clothes and spare underwear and sanitary products.
- 3.13 understand that heavily soiled underwear is thrown away. Soiled clothes are rinsed in the sluice sink, bagged and sent home.

4. Safeguarding

- 4.1 All staff working with pupils at Brent Knoll will have DBS clearance as standard and will be required to read and sign the school's safeguarding policy
- 4.2 If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. marks, bruises, soreness the school's safeguarding procedures will be followed.
- 4.3 If a child makes an allegation against a member of staff, the school's safeguarding procedures will be followed.
- 4.4 Short term supply staff will not be required to provide intimate care to pupils, however long term staff who have established positive relationships with pupils may be required to provide intimate care when permanent long term staff are not available to do so. Both male and female staff members will be required to provide intimate care as appropriate to their role and the age of the pupil.
- 4.5 If it anticipated that a pupil will be uncomfortable with the provision of intimate care support by a member of the opposite gender, this should be written into their Intimate Care Plan and shared with staff by their class teacher/tutor.

5. Children wearing nappies

Any child wearing nappies will have an Intimate Care Plan agreed and signed by the parent/carer. Parents/carers should provide nappies, disposal bags and wipes, and parents are made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin, and liners to dispose of any waste.

6. Changing facilities

Children who have long-term incontinence will require specially adapted facilities. The dignity and privacy of the child should be of paramount concern. Consideration is given to the sighting of this area from a

health and safety aspect. The area should not be situated in a thoroughfare, as a changing mat may have to be used on the floor when a child is being changed. This method of changing a child is recommended, as it avoids having to lift a child and cause possible back injury.

7. Toileting

In the case of supporting a child who requires regular toileting, Brent Knoll has a Toilet Management Plan which is agreed and signed by parents/carers prior to support taking place. Sometimes two members of staff may be required where there is an implication for safe moving and handling of the child.

8. Health and Safety Guidance

Staff should wear a plastic 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 a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste. Staff should be made aware of the School's Health and Safety Policy. Any requests from parents/carers for use of medical ointments/creams should be prescribed by the GP and clearly labelled with the child's name. These should not be shared between other children and should be stored in a locked storage facility.

9. Special Needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the school should be easily understood and recorded.

10. Residential Trips and Off Site Activities

10.1 All relevant principles outlined above apply to intimate care during residential trips, including Toilet Management Plans.

10.2 It is accepted that sleeping areas are private spaces for pupils and that staff should announce their intention to enter by knocking on the door and verbally expressing that they will be entering the room.

10.3 When pupils require support with dressing and undressing on residential trips two members of staff will provide assistance as far as is possible and the dignity and privacy of all pupils will be observed throughout.

10.4 Staff will not use group showering and changing facilities at the same time as pupils and in situations where pupils require assistance of an intimate nature the most appropriate member of staff will be deployed with a second member of staff available, as appropriate.

11. Appendices

Appendix 1 Intimate Care Plan

Appendix 2 Toilet Management Plan