



Sir William Burrough

Intimate Care Policy

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out an agreed procedure to intimate personal areas in order to care for another person. This may be due to their young age, physical difficulties or special needs. Examples include continence and menstrual management as well as washing, toileting or dressing. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of, the genitals. It also includes supervision of children and young people involved in intimate self-care.

Aims and Statement of Practice

At Sir William Burrough School, all children are supported and encouraged to achieve the highest level of independence and autonomy that is possible, given their age and ability. It is anticipated that, for the most part, children at Sir William Burrough School will arrive at the school having familiarity with using the toilet. However, it is fully understood and expected that accidents will happen and we will support the child at all times if and when this occurs.

Children with special toileting needs as outlined in their Education and Health Care Plan will be supported in toilet training as specified within that document.

All staff at Sir William Burrough School are fully DBS checked and regularly trained in Child Protection and Health and Safety. They are fully aware of infection control, including the need to wear disposable gloves. Adults assisting children and young people with their toileting needs are provided with sufficient information, instruction and training to enable them to carry out their work safely and without significant risk to their health and that of others.

Hygiene Management

- When assisting children with their intimate care, all staff will follow good hygiene practices, which will include the wearing of disposable gloves and, where relevant, disposable plastic aprons.
- Systems are in place to deal with spillages appropriately and safely. Hot water and soap or antibacterial spray or wipes will be used.
- Soiled clothing will be placed in double plastic bags and returned to the parent/carer.
- Correct hand washing techniques will be followed:
 - For adults, hot water and soap will be used, drying hands with disposable paper towels. Antibacterial gel can then be used.
 - For children, hand washing will be done by, or supervised by, an adult.

Code of Practice

- All intimate care is provided in a manner so as to maintain the child's or young person's dignity and confidence.
- The child or young person is cared for in a way that avoids distress, embarrassment or pain.
- All children and young people are supported to achieve the highest level of autonomy that is possible, given their age and ability. Staff will always encourage the child or young person to do as much as possible for him/herself as possible.
- Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. if soiled or passed urine).
- Where a child has inadvertently soiled themselves or passed urine, parents/carers will be informed by telephone as soon as is practicable. Information regarding intimate care is treated as confidential and will be communicated in person, by telephone or by sealed letter, and not through a home/school diary or any other means that is not confidential.
- Where a child has inadvertently soiled themselves or passed urine, staff will ensure that the child is clean, in the first instance by encouraging the child to clean themselves, but also through intimate care procedures.
- Staff will be gentle when changing children and make positive comments to reassure the child.
- Children will be encouraged to wash their hands thoroughly using soap. Staff will show the children how to wash their hands properly and dry them with the towel.
- Every child's right to privacy is respected.
- To maintain a child's dignity, they will only be cleaned and changed in a designated and private area, which is clean, warm and safe.
- To safeguard the interests of both adults and children, two adults will be present when a child or young person needs help with intimate care.
- Adults who assist a child or young person one-to-one are employees of the school and have DBS checks at the appropriate level.
- Members of staff assisting children with intimate care procedures will not talk over the child or young person.
- Cameras and mobile phones are never taken into bathroom areas.
- Sets of spare clothes and pants are kept for use in the school. Where children have frequent intimate care needs, parents are encouraged to leave one or more sets of the children's own spare clothes in school.

[References](#)

This policy should be read in conjunction with the school’s Safeguarding Policy; the Staff Code of Conduct; our Health and Safety Policy; and our Special Educational Needs Policy. It is written in line with Keeping Children Safe in Education, 2019; the Equalities Act; the SEN code of practice; OFSTED guidance; Supporting Children at school with medical conditions, 2014; NICE guidelines; Health and Safety legislation; and the Statutory Framework for Early Years Foundation Stage.

Adopted November 2018. Reviewed every year.

Signed:

D. Twomey, Chair of Governors.....

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