

**TWEENDYKES
SCHOOL
INTIMATE CARE
POLICY**

February 2022

Review February 2024

Intimate Care Policy

Intimate care is care which involves contact with parts of the body considered to be private. What people consider to be private is a very individual matter and varies tremendously from one person to another. The way intimate care is provided can make a huge difference to how a child or young person feels and can provide an opportunity to build trust and good communication.

All staff employed in a role which includes intimate care routines will be expected to undertake all of the routines associated with that role. This reflects current practice in the Health Trusts and Social Services. Wherever possible intimate care should be carried out by a gender mix of staff which takes into account the individual pupil's dignity and indicated preference, as well as ensuring the carer's professional integrity.

All staff who deal with intimate care routines are involved in an induction process which includes an awareness of infection control routines.

Aims

1. To ensure pupil dignity is maintained at all times.
2. To provide staff guidelines to ensure a consistent and safe approach to intimate care routines.
3. To ensure an agreed approach between home and school.
4. To encourage, wherever possible, pupils to take responsibility for their own intimate care routines.

Guidelines for good practice in intimate care

1. All pupils and students should be treated with dignity and respect appropriate to their age. They should be encouraged to develop a positive image of their own body and understand that although they require intimate care their bodies are private, however, the need for privacy should not compromise the professional integrity of staff and an additional member of the support team may be included in a routine as a safeguard.
2. Female pupils should always be changed by female staff – however a male member of staff may assist with hoisting if required then leave the changing room whilst intimate care routine is undertaken. If possible male staff should attend to the intimate care needs of older male students- however, given the gender mix of staff it is recognised that this will not always be possible.
3. Only employed staff should undertake care routines – volunteers may assist pupils if supervised in routines such as handwashing, but should not undertake intimate care routines.

4. Staff must be discrete when discussing personal care routines in public places including the classroom. Speak quietly to the pupil to inform them of a pending routine and speak quietly to colleagues who may be involved in the routine. Nappies and pads should be carried in a bag with pupils to hygiene rooms- to maintain discretion.
5. Appropriate visual support should be used to promote pupils understanding of routines and aid with independence.
6. All pupils should be encouraged to be involved in their own intimate care routine and to be as independent as possible.
7. Intimate care should take place in a relaxed atmosphere. Staff should never rush the routines- for many pupils this is a time when they will communicate and interact with staff. There are lots of opportunities to promote pupils' independence skills such as rolling over, pushing their arm through a jumper, pulling themselves up to sitting. Many pupils will actively be working on aspects of personal care through their personalised learning programmes.
8. All staff involved in intimate care with pupils with a physical disability will receive Moving and Handling Training and have access to necessary information contained in Personal Care Plans, Positive Handling Plans and Individual Health Care Plans.
9. Staff should only use intimate care products purchased and provided by school, or sent in from home for an individual pupil.
10. Older pupils and students who are able to use toilets independently will be encouraged to use the facilities during break times. No pupil or student however should be refused permission to go to the toilet. Discrete checks should be made by staff to ensure pupils are cleaning themselves, and washing their hands appropriately.
11. Care and support for menstruation should be given according to the needs and ability of each student.
12. All concerns arising from intimate care will be logged onto CPOMs and should be reported to the Designated Safeguarding Lead, David Percival, and the Whistleblowing Procedure should be followed.
13. Parents/Carers are made aware of our procedures in a sensitive and appropriate manner.

Guidelines for good practice in general hygiene

- ✓ Support rooms should be kept clean and tidy at all times

- ✓ Wash hands thoroughly before and after every intimate care routine. Guidance on hand washing is available in all hygiene rooms.
- ✓ Aprons and gloves must be worn for all intimate care routines, and disposed of in bins
- ✓ Changing beds should be wiped down using antiseptic wipes after every intimate care routine
- ✓ Pupil's soiled clothes should be rinsed and double bagged before being sent home.

APPENDIX 1: GUIDANCE TO SCHOOLS AND NURSERIES RE INFECTION CONTROL: [Guidance on infection control in schools poster.pdf \(hscni.net\)](#)

APPENNDIX 2: HANDWASHING GUIDANCE [How to wash your hands - NHS \(www.nhs.uk\)](#)