



INTIMATE CARE POLICY 2023-2024

Approved by:	
Date:	
Last reviewed on:	
Next review due by:	



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1. Introduction

GEMS is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

Our Schools will take seriously their responsibility to safeguard and promote the welfare of the children and young people in its care.

As part of GEMS continued commitment to ensuring children receive the best possible care and education, GEMS recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

2. Our Approach

2.1 Definition

- Intimate care is defined as any care which involves washing, changing, toileting, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled students or Students of Determination may be unable to meet their own care needs for a variety of reasons and will require regular support.

2.2 Our approach to best practice

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Safeguarding Procedures and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any student who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- 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.
- Students will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any student requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one student will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The needs and wishes of children and parents will be taken into account wherever possible.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone, letter or email to parents



2.3 Safeguarding

- GEMS Staff recognise that disabled children are particularly vulnerable to all forms of abuse.
- Safeguarding procedures will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Safeguarding.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

2.4 Planning

- The Intimate Care Plan template must be completed in all circumstances when agreeing personal care with a parent/carer.
- Parent/carer must sign the agreed Plan and be provided with a copy.
- The Care Plan should be reviewed whenever a change in the child or family circumstances is known or at least annually.
- The Intimate Care recording sheet should be completed each time an incident of Intimate Care has been completed. This record should be logged in the child's record and be available for review by the Parent/Carer or school Safeguarding Lead.
- If moving and or handling is required, a Risk Assessment must be completed and recorded in the child's file. All staff must be trained in the process of how best to provide the moving and handling of the young person.



3. Intimate Care Plan

INTIMATE CARE PLAN TO BE AGREED WITH PARENTS/CARERS

School:

Student's Full Name:

Date of Birth:

Date of meeting:

Persons present:

	Details	Action
Working towards independence, e.g. taking student to toilet at timed intervals, rewards		
Arrangements for nappy changing, e.g. who, where, how & privacy		
Level of assistance needed, e.g. undressing, hand washing, dressing		
Moving and handling needs, e.g. equipment, training needs, hoisting equipment		



GEMS SAFEGUARDING



	Details	Action
Infection control, e.g. wearing gloves, nappy disposal		
Sharing information, e.g. nappy rash, infection, family/cultural customs		
Resources needed, e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves (who provides these)		
How will wet/soiled clothes be dealt with		
Other areas discussed		

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:

Name:

Date:

Relationship to child:

Contact Number:



4. Intimate Care Recording Sheet

INTIMATE CARE - RECORD SHEET

Student's Name:

Class/Grade/Year group:

Names of staff involved:

Date	Time	Procedure	Signature(s)	Comments
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GEMS SAFEGUARDING



Date	Time	Procedure	Signature(s)	Comments
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