



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

### **Intimate Care**

**Author: Chief Executive Officer**

**Date: May 2022**

**Review Body: Trust Board  
Human Resources Committee**

**Date Adopted: 11<sup>th</sup> May, 2022**

**Review Date: Summer 2025**

**Review Frequency: Three years**

Please note that this policy is one of the suite of CAT Policies for School Standards Boards to acknowledge.

**CASTLEMAN ACADEMY TRUST**  
**Intimate Care Policy**

Our policies refer to Senior Leaders. This can mean Executive Head Teacher, Head Teacher or Head of School.

All children attending Castleman Academy Trust schools have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the **school life**.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Supporting Pupils with Medical Needs policy, Service Children's Education Policy – Intimate Care (2003 and updated March 2013)

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005; Covering children from Foundation Stage through to year 8.

Schools in the Castleman Academy Trust will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

**Intimate Care Tasks** – cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – All staff will work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following (as appropriate):-

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

This list is not exhaustive. Items to be provided will vary depending on the need of the child. Parents and carers are responsible for providing items to support a child's care.

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in Castleman Academy Trust schools will undergo DBS and Safeguarding checks. Staff members are specifically identified to change a child with known needs, and they plan and record their work with that child. Consideration must be given to ensure the safeguarding of the adult providing the intimate care (for example, a second adult present to ensure policy is adhered to). Schools will always aim to ensure those staff delivering intimate care will be consistent and known to the child. However, there may be exceptional circumstances where staff are not available (for example, unforeseen staff sickness). The safety, well being and comfort of the child is of the greatest importance and so other staff may be utilised to provide care. The school would always strive to let families know when this might happen, but in an emergency, this may be after the event.

**Safeguarding** – Staff are trained on the signs and symptoms of child abuse, in line with Poole and Bournemouth Safeguarding Children's Board guidelines, are aware of the 'What to do if you think a child is being abused' guidelines and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Safeguarding Designated Lead immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Inclusion Team will look into the situation and record the issues. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the Inclusion Team will seek advice from other agencies with parental consent.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by **putting in yellow sacks ready for incinerating by private company**. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home, staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

### **Equality Impact Assessment**

This policy has been reviewed with the equality impact considerations as laid down in the trust's Equality Policy.