



## Intimate Care Guidelines

### Rationale

Intimate care in this context can be defined as care tasks of an intimate nature associated with bodily functions and personal hygiene, e.g. care associated with continence, washing, bathing, tube-feeding and some medications. Our school values of honesty, trust, respect and integrity are particularly relevant within the context of intimate care. The child's welfare and dignity is of paramount importance and we are committed to providing best practice and respecting each child's needs at all times.

### Aims

- To preserve the child's dignity and respect their feelings, ensuring a high level of privacy.
- To provide maximum opportunities for children to exercise choice and control.
- To answer children's questions honestly and sensitively.
- To ensure that all staff providing intimate care to children are provided with appropriate training, equipment and facilities.
- To ensure that all staff are aware of the school's child protection policy and procedures.

### Guidelines

- Staff will discuss the child's intimate care needs with parents/carers during the home visit and induction period.
- All staff responsible for the intimate care of children will undertake their duties in a professional manner, treating children with respect at all times.
- Staff will be mindful of a child's feelings when giving tube-feeds or certain medications, e.g. rectal diazepam, eczema cream.
- All staff will take care to attend to children's intimate care needs without causing undue distress or pain.
- Staff will respond positively to the child's needs, i.e. without criticism.
- We will communicate with the child using their preferred means of communication, e.g. speech, gestures, signing, Objects of Reference, photographs or symbols.
- Staff will ensure that the child is aware of each procedure that is carried out and, where possible, the reasons for it.
- Staff will encourage each child to do as much for themselves as they can, supporting the highest level of independence possible.

- Staff will ensure that the child's right to privacy is respected: Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. Other children, staff and visitors should not enter the cubicle/toilets whilst intimate care is taking place unless there is a specific reason for this, e.g. a therapist assessing a child's needs or demonstrating the use of specialist apparatus.
- Staff will ensure that older girls and boys go to the toilets separately.
- Staff will use the appropriate resources provided in order to maintain the highest standards of hygiene and care, e.g. protective gloves.
- All staff will be responsible for noticing when stocks of essential resources are low and re-ordering by adding items to the list in the office.
- Staff from classes 1-4 will take children to use the changing facilities in the visitor's toilet or the shower/changing bed in class 5 moon, as appropriate.
- Experienced staff will demonstrate and explain best practice to new members of staff.
- Class teams will discuss procedures, strategies and resources required for individual children and will ensure that this information is shared with all staff with responsibility for that child's intimate care, e.g. SMSA's, regular supply staff, students on a long-term placement (following a childcare course at level 2 or above).
- We will provide and use appropriate specialist apparatus where necessary, following an assessment from a physiotherapist or occupational therapist.
- All staff will familiarise themselves with the procedures set out in the school's Child Protection Policy and adhere to them.
- During short term toilet training, children will be mainly cared for by their key worker.
- For intimate care over a longer period of time, wherever possible, each child will be cared for by a small number of familiar adults from the class team, rather than the same adult. (Child Protection)

Policy Date March 2021

