David Ross Education Trust

Broadening Horizons

Intimate Care Policy

Document Management Information

Applicable to:	All staff in all Academies.
Development and Consultation:	This policy has been developed with reference to the relevant statutory guidance.
Dissemination:	The policy will be available to staff via the Trust's Policy Centre and the Trust Safeguarding Intranet.
Implementation:	Safeguarding leaders and all pastoral and support staff working closely in the care of individual children.
Training:	In addition to annual safeguarding training, all staff implementing this policy will receive guidance in administering academy procedures as well as specific training guidance from health professionals.
Review Frequency:	Three Years. Policies will also be reviewed earlier if needed in the light of new legislation and guidance.
Policy Author:	Juliet Jaggs, Director of Quality Assurance.
Executive Policy Owner:	Mark Neild, Director of Secondary Education and Deputy CEO.
Approval by:	Education Committee
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Revision History

Document version	Description of Revision	Date Approved
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1. Introduction

1.1. The David Ross Education Trust (the Trust), all its employees and volunteers, are committed to promoting the welfare of all children. The policy reflects its responsibilities in ensuring all members of the Trust create a safe environment in which children can thrive and learn. The central tenet of the Trust safeguarding provision is to always consider what is in the best interests of the child.

1.2. The policy applies to all Trust premises, including Early Years Foundation Stage settings.

2. Policy Scope

2.1. This policy sets out our approach to providing a clear framework for staff to ensure the safety and dignity of all children who need support with personal care, including toileting and continence management. It will clarify for children and their families the support they can expect from the academy.

2.2. The aims are:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights and wellbeing of children are safeguarded.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equality Act 2010.
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are considered.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

3. Definitions

3.1. **Trust** means all Academies within the David Ross Education Trust, as well as Head Office and central services operations.

3.2. **Executive Leadership Team** means the Chief Executive Officer (“CEO”) and the direct line management reports of the CEO (the “Directors”).

3.3. **Intimate care** refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children’s intimate personal areas.

4. Legal and Regulatory Framework

4.1. This Policy takes its legal framework from the following legislation and statutory guidance:

- Keeping Children Safe in Education 2022
- The SEND Code of Practice 2014

5. Working with parents

5.1. For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form. For children whose needs are more complex or who need support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents. Where there isn’t an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure. If the academy is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the academy will inform parents afterwards.

5.2. Creating an intimate care plan

- Where an intimate care plan is required, it will be agreed in discussion between the academy, parents, the child (when possible) and any relevant health professionals.
- The academy will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.
- Subject to their age and understanding, the preferences of the child will also be considered. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.
- The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

5.3. Sharing information: the academy will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

6. The staff responsible for providing intimate care.

6.1. SENCOs will be responsible for analysing the risks associated with providing intimate care at the academy, considering the needs of the children, the staffing structures, academy routines as well as the premises and facilities available. These risks and the mitigations for them will be recorded in a risk assessment which will kept under regular review and at least every academy term.

6.2. Any roles that may carry out intimate care will have this set out in the job description. This includes SENCOs and assistant SENCOs, teaching assistants, learning support assistants, behaviour support workers and members of pastoral and welfare teams. No other staff members can be required to provide intimate care. All staff at the academy who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

6.3. Staff providing intimate care will receive specific training including the following aspect, and they will be encouraged to seek further advice as needed.

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

6.4. Staff will be familiar with:

- The control measures set out in risk assessments carried out by the academy
- Hygiene and health and safety procedures, including those related to COVID-19

7. Intimate care procedures

7.1. Two members of staff will be present and procedures will be carried out in accordance with the plan or consent form agreed with parents. Procedures will be carried out in a COVID-safe way according to the academy's risk assessment and COVID-19 protocol.

7.2. The academy will provide staff with the equipment required, such as protective gloves, cleaning supplies, changing mats and bins. For pupils needing routine intimate care, the academy expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

7.3. If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this to the DSL immediately. If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the DSL. If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the Trust safeguarding and disciplinary procedures.

8. Record keeping

8.1. The academy will keep a record of the intimate care provided for all pupils. The principal is responsible for ensuring that these records are monitored on a weekly basis by a colleague not directly involved in providing the care such as the DSL.

8.2. The Trust will retain records evidencing compliance with this policy, as set out in the Trust's Data Retention Policy.

9. Reporting and Consequences of Non-Compliance

9.1. Compliance will be reported through routine line management meetings, via the principal meetings with the Regional Director and Head of Primary and Secondary. Non-compliance will be managed through the Trust Disciplinary Policy.

10. Policy Status

10.1. This policy does not form part of any employee's contract of employment.

11. Related Policies

11.1. This policy is related to the following other Trust policies:

- The academy Accessibility plan
- The Safeguarding and Child Protection Policy and the academy appendix
- The Health and Safety Policy
- The SEN Policy and the academy appendix
- The Supporting Pupils with Medical Conditions Policy

Appendix 1

Template intimate care plan

Parents/Carers	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Child	
How many members of staff would you like to help?	

Parents/Carers	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2

Template parent/carer consent form

Permission for academy to provide intimate care	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the academy to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	□
I will advise the academy of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	□
I understand the procedures that will be carried out and will contact the academy immediately if I have any concerns	□
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the academy will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the academy cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the academy's intimate care policy, to make them comfortable and remove barriers to learning.	□
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	