

SPRINGFIELD SCHOOL

POLICY



POLICY NAME: Intimate Care
NEXT REVIEW DATE: 01/09/2026

SPRINGFIELD SCHOOL

Policy for Intimate Care

Introduction

The following document is a model based on best practice in special schools.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. **The child's dignity should always be preserved with a high level of privacy,** choice and control. There shall be a high awareness of child safeguarding issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Springfield school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

Springfield school recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Our approach to best practice

Staff who provide intimate care are trained in Child safeguarding, Health and Safety, moving and lifting. Equipment will be provided to assist with children who need special arrangements following an assessment.

Staff will take into account the individual needs of children and adapt their practice in relation to children's developmental changes such as the onset of puberty and menstruation. Wherever possible staff involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children / young people in their care as an additional safeguard to both staff and children / young people involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Where required individual Care Plans will be drawn up and will include risk assessments to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted /changed.

Changing pupils

Training for all staff will given as part of induction this will cover all aspects of the intimate care of a child and manual handling.

- All pupils who are hoisted to be changed on a bed will have two staff to assist.
- All pupils on behaviour plans will have two staff to assist.
- All pupils on toileting programme will have one member of staff to assist unless the member of staff feels they should have two and this would need to be discussed with the class teacher, the reasons should be clearly documented in the Care Plan. There will always be a second member of staff present for safeguarding.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Bathroom procedure checks will be carried out by the intimate Care trainer. All changing or support within a bathroom will be recorded on daily intimate care record sheets.

Due to the current gender profile of staff, the staff deployed for personal care, may not be of the same gender as the pupil.

Intimate care arrangements will be discussed /shared with parents/carers on a regular basis and **recorded on the child's personal passport**. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Safeguarding Procedures and Inter-Agency Child Safeguarding procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child safeguarding. This is Amanda Leigh (Safeguarding Lead Crewe) or Fiona Hartley (Safeguarding Lead Wilmslow) or the Deputy Safeguarding Leads (Kim Cepeda-Wilson, Kirsty Arthur and Lisa Hodgkison).

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into this and outcomes recorded.

If a child makes an allegation against a member of staff, all necessary procedures will be followed as detailed in the school's Safeguarding policy. For further details please refer to the Safeguarding policy.

Additional Guidance for schools

Children wearing nappies / continence products

We understand and appreciate that some children and young people require continence products. The school has well established systems in place for the changing of such products and the school has implemented procedures for staff to follow. If there are any concerns regarding continence products the school nurse will advise.

All staff who change and support pupils with intimate care complete an Intimate Care Record sheet. This records the name of the pupil, time in and out of the changing room, names of the staff members and any additional notes or comments.

Health and Safety

- Staff should always wear an apron and gloves when dealing with a child who is bleeding or when changing a child.
- All clinical waste must be disposed of using the established clinical waste system.
- Soiled items should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a yellow clinical waste bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin will be emptied on a daily basis. For further details please see the [Clinical Waste policy](#) and the school's [Health and Safety policy](#).

Reminders and guidance to safeguard children and staff.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

Staff need to work in a 'limited touch' culture and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well-intentioned physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

Physical contact which is repeated with an individual child or young person is likely to raise questions unless the justification for this is formally agreed by, the organisation and those with parental responsibility.

Checklist for use of physical contact in work with people who have SEND and or learning difficulties:

1. Know why you do it
2. Have consent from the person/parent
3. Be prepared to discuss and explain your practices

4. Document – acknowledge it in planning, the curriculum and in policy
5. Document – use care plans, IBPs to explain usage
6. Work as a team with your colleagues and the person involved
7. Use of physical contact should be openly discussed
8. Have others present where practically possible

Physical Intervention.

There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on either themselves, others or property.

In such cases only the minimum force necessary should be used for the minimum length of time required for the child to regain self- control.

Under no circumstances would it be permissible to use physical force as a form of punishment, to modify behaviour, or to make a pupil comply with an instruction.

In all cases of restraint the incident must be documented and reported to your Line Manager. Staff need to be fully aware of the school's Management of Pupil Behaviour policy where detailed information regarding use of Physical Intervention / Positive Handling is detailed.

Pupils in distress

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgement will need to take account of the circumstances of a pupil's distress, their age, the extent and cause of the distress. Particular care must be taken in instances which involve the same pupil over a period of time.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice, from their Department head or Head teacher.

First Aid and intimate care

Staff who administer first aid should ensure wherever possible that another adult is present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Regular requirements of an intimate nature should be planned for and agreed in the Care Plan. Any procedure that is medical must only be undertaken by the school nurse, who will follow agreed NHS procedures. The necessity for such requirements should be reviewed regularly.

Physical Education and other skills coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in sports / games, demonstrating an exercise or the use of equipment.

Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

Showers/changing clothes

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, it is advisable for another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct. Adults must not change in the same place as children or shower with children.

Out of school trips, clubs etc.

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and all Local Authority guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips, holidays etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

Photography, videos and similar creative arts

Under no circumstances should any video or photographs of any kind be taken of children and young people while they are being changed or having any intimate care procedures undertaken.

The use of mobile phones is prohibited in changing areas.

Reviewed By:	Designated Safeguarding Leads
Reviewed:	Annually