

The Anchor SENDfriendly Centre

Intimate Care Policy

All children at the TAS Centre have the right to be safe and be treated with dignity, respect and privacy always to enable them to access all aspects of their learning and learn to become as independent as possible in their self-care routines. Owing to the significant learning needs of the pupils at the TAS centre intimate care routines occur regularly on a daily basis.

When providing intimate care, we will ensure that the child's safety, dignity and privacy are always maintained.

'Intimate care' covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including, toileting, washing, dressing, and menstrual care.

Staff at [TAS](#) who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training (eg: health and safety, child protection, manual handling) before providing intimate care. No child should suffer distress or pain because of receiving intimate care.

Staff will work in partnership with parents or 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:

Intimate care is any care which involves one of the following:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reasons will be documented)
- Additional equipment required
- Child's preferred means of communication (eg verbal, visual)
- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him / herself
- Assisting with toileting issues
- Supervising a child involved in their own intimate self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Providing oral care to a child

- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.
- Child's level of ability – what tasks they can carry out by themselves

Best practice

When intimate care is given, the member of staff will explain to the child each task that is carried out, and the reasons for it. Staff will encourage children to do as much for themselves as they can, to enable them to understand and participate at their own level of development. Staff encourage children to do as much for themselves as they can to learn the skill/routine. Praise and encouragement is provided for the child when they achieve or work towards personalised learning objectives for self-care.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of anxiety children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc.

- To ensure effective communication we will:
 - Make eye-contact at the child's level;
 - Use simple language and repeat if necessary/ use of symbols/visual cues
 - Wait for response.
 - Intimate Care Policy Page Continue to explain to the child what is happening even if there is no response; and
 - Treat the child as an individual with dignity and respect

If a child requires intimate care on a regular basis, it is good practice for two members of staff to share the care between them. In this way the child is less likely to become overly dependent on a single member of staff, and to become distressed if their usual carer is occasionally unavailable. However, parents' views on the number of staff providing personal care to their child must also be taken into consideration - some children may simply be unable to cope with more than one carer.

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child. Pupils who require emergency medication have a care plan that is devised by the school nursing team which should be followed.

We have policies in place that promote safe recruitment, as well as having sound staff supervision, safeguarding and intimate care procedures; together these ensure that, should a child need consistent care from one member of staff, the child's safety and well-being will not be compromised.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

Every child has a right to be safe;

Every child has the right to personal privacy;

Every child has the right to be valued as an individual;

Every child has the right to be treated with dignity and respect;

All children have the right to be involved and consulted in their own intimate care to the best of their abilities;

All children have the right to express their views about their own intimate care and to have their views considered; and

Every child has the right to have levels of intimate care that are appropriate and consistent.

Protecting children

Staff are familiar with guidance from the local Safeguarding Partnership (formerly the LSCB). The Club's procedures reflect the guidance in *Working Together to Safeguard Children (2018)* and staff are familiar with the *What to Do If You're Worried a Child Is Being Abused* flowchart from this document.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc, they will inform the manager or the Club's designated child protection officer immediately. The procedures set out in the **Safeguarding Children** policy will be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the manager will investigate and record any findings. These will be discussed with the child's parents or carers to resolve the issue. If necessary, the manager will seek advice from outside agencies.

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

Basic hygiene procedures for staff engaged intimate care.

- Always wear protective disposable gloves and aprons provided
- Seal any soiled clothing in a plastic bag for return to parents.
- Place waste materials into the yellow bags in toilet/changing facility bins.

Dealing with blood and body fluids

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and removing it from the premises, following school hygiene policy. When they are dealing with body fluids, staff will wear personal protective clothing (disposable plastic gloves and aprons) and will wash themselves thoroughly afterwards. Staff should wash themselves thoroughly afterwards using soap and water using hand-hygiene protocols. 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 dealt with fully.

Staff at **TAS** will maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

Partnership with Parents/Carers

- Staff at the TAS centre work in partnership with parents/ carers to provide care appropriate to the needs of the individual child.
- As most pupils at the TAS centre require support in their intimate care ‘general’ principles are applied.
- For some pupils a personal care plan may be devised in consultation with the parents and relevant professionals, where appropriate.
- 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 can 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: -
 - Spare nappies
 - Spare Clothes
 - Spare underwear
 - Personal/individual creams as appropriate B

This policy was adapted by: TAS Centre	Date: 30/07/2024
To be reviewed: 30/07/2026	Signed: MARIAM SSEBADUKA (School Nurse)



Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Special educational needs [3.67], Child protection [3.6] and Suitable people [3.9-3.13]*.