



LYDIATE  
LEARNING  
TRUST

# Intimate Care Policy (LLT)



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# Intimate Care Policy (LLT)

LYDIATE LEARNING TRUST IS COMMITTED TO SAFEGUARDING CHILDREN AND YOUNG ADULTS AND PROMOTING THEIR WELFARE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

## Introduction and Definition

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. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's/young person's needs. The child's/young person's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour will be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

The policy is a model based on best practice in special schools. It has been adapted for use at Lydiate Learning Trust. This policy **MUST** be used in conjunction with Lydiate Learning Trust's policy on Medicines.

## Policy

Lydiate Learning Trust is committed to ensuring that all staff responsible for the intimate care of children and young people (defined as up to the age of 18 years) and will undertake their duties in a professional manner at all times. Lydiate Learning Trust recognises that there is a need to treat all children/young people with respect when intimate care is given. No child/young person should be attended to in a way that causes distress or pain.

- Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety in respect of lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.
- Staff will be supported to adapt their practice in relation to the needs of an individual child/young person taking into account developmental changes such as the onset of puberty.
- Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved in the teaching 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/young person will be supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage each child/young person to do as much for him/herself as he/she can.
- Individual intimate care plans will be drawn up to suit the circumstances of each child/young person. These plans will be reviewed regularly and amended as needed.
- Every child's/young person's right to privacy will be respected. Careful consideration will be given to each child's/young person's situation to determine how many carers may be needed when a child/young person is toileted.

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- Where possible, one child/young person will be catered for by one adult unless there is a sound reason for more adults to be present. If this is the case, the reasons should be clearly documented.
- Staff must ensure that any over-familiar relationship does not occur.
- Wherever possible, staff should only care intimately for an individual of the same sex. However, in some circumstances this may be waived where there has been clear agreement between the child/young person and their parents/carers (For example when a member of staff has been working with the same young person for a number of years – primary schools into secondary schools). This principle may also be waived where failure to provide appropriate care would result in possible negligence for example.
- Intimate care arrangements will be discussed with parents/carers and appropriate professionals and recorded on the child/young person’s care plan.
- The needs and wishes of children/young people and parents/carers will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. (See Lydiate Learning Trust Disability Policy).
- If, at any time and due to trained staff absence, intimate care cannot be provided, early contact between school and home is essential. If no suitable, practical or effective temporary strategy can be found, the child/young person may have to stay at home, or under the supervision of the parents/carers until such a solution can be found.

### **The Protection of Children and Young People**

- Lydiate Learning Trust’s Child Protection procedures will apply at all times.
- Lydiate Learning Trust will cooperate fully with and Inter-Agency Child Protection procedures.
- The child’s/young person’s dignity must always be considered at all times and where contact of a more intimate nature is required, another member of staff should be in the vicinity and should be made aware of the task being undertaken.
- Any act, intervention or incident that is contrary to the norm should be recorded and reported. Parents/carers must be advised if the incident or intervention may have any bearing on the child’s/young person’s safety or well-being. The outcomes of any such conversation should also be logged.
- If a member of staff has any concerns about the physical changes in a child’s presentation, she/he will report it immediately to the designated lead profession or his/her deputy. If neither of these are available at the time, the concern should be reported to a member of the school’s Leadership Team.
- If a child/young person becomes unhappy about being cared for by a particular member of staff, the matter will be looked into and the findings/outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Advice from outside agencies will be taken if necessary.
- If a child makes an allegation against a member of staff, the school will follow the procedures laid down by the Local Authority to manage such an occurrence. Any such allegations should be reported directly to the Headteacher. If the allegation is against the Headteacher, it should be reported to the Chair of Governors. (See Child Protection Policy, Complaints Policy, Disability Policy).

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## General Guidance

- All students at Lydiate Learning Trust have the right of equal access to the curriculum and activities organised by the school. This applies to those who need intimate care. All staff have an anticipatory duty in this regard and activities must, as far as is possible, ensure that access is not denied because of the nature of the activity and all reasonable steps and adjustments must be taken to ensure that the child/young person can take as full and active part as is possible. (See Disability Policy)
- If a child/young person expresses a wish to participate in an out of school activity or one outside the normal school hours, careful planning must take place including early consultation with parents/carers to ensure that the child's/young person's safety, needs and dignity are maintained. If a specific carer is required for the "activity", that person cannot be included in the overall supervision arrangements.
- Any risk assessment must include the needs and responses to the child's/young person's needs.
- The school, in cooperation with the parents/carers should have a clear and written agreement with parents/carers as to who is responsible for providing equipment or other items such as pads for use in school. It is the school's responsibility to provide gloves, aprons, bins and bin liners to dispose of any waste. This waste must be disposed of in a sealed bag, stored in a bin which is specifically designated for the disposal of such waste.
- The disposal must follow the guidelines in respect of Health and Safety.
- Photography, videos and other image taking – the school's policy should be followed at all times. Care needs to be taken to ensure that all children's/young person's dignity is maintained at all times.
- The school's Code of Conduct for Staff must be adhered to.
- If staff, especially those who have a duty of providing intimate care, come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.
- This policy will be review very two years. If the need arises, such as legislative changes or as a result of a specific incident, the policy will be reviewed and, if needed, amended at that time. The policy will also be ratified by the Governing Body.

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