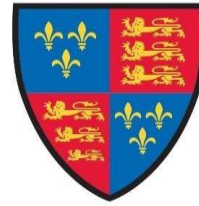




**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

INTIMATE CARE POLICY

| | |
|-------------------------|---|
| Board | Academy Trust Foundation Board |
| Policy Type | Hybrid Policy |
| Policy Owner | Foundation Leader in Education – Safeguarding and Wellbeing |
| Statutory | No |
| Publish Online | No – Schools to consider putting on own safeguarding section of the website. |
| Last Review Date | June 2024 |
| Review Cycle | Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved. |
| Next Review Date | July 2025 |
| Version | 3 |

| | |
|----------------------------|---|
| School | King Edward VI Camp Hill School for Girls |
| School Policy Owner | Lyndsey Maginnis |
| LGB Approval Date | October 2024 |

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1. Introduction

This policy aims to protect young people and all staff in our Foundation of schools when assisting with the intimate care needs of young people. Every staff member involved in intimate care tasks is obligated to exercise caution and uphold a duty of towards young people.

Intimate care refers to any care which involves feeding, oral care, menstrual care, catheter and stoma care, applying prescribed creams and ointments, toileting, washing, changing, touching or carrying out an invasive procedure to a young person's intimate personal areas that most young people would be able to do for themselves.

Trained staff in our schools will offer intimate care to all young people regardless of their race, gender, sexuality, or cultural beliefs. We are committed to fostering an inclusive, equitable, and diverse environment for young people, and families, collaborating closely with families to comprehend the unique needs of any young person in our schools to ensure they feel included and supported.

It is imperative for staff to be mindful of and comprehend cultural or religious sensitivities concerning intimate care practices. Each young person will be treated with individual consideration, considering their specific needs, age and developmental stage.

2. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights, respect and wellbeing of young people are safeguarded.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010.
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.
- Staff carrying out intimate care work are aware of their individual role and responsibilities and do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the young people involved.

3. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance and the Children Act. It also complies with our funding agreement and articles of association.

4. Role of parent/carer

If a young person has a history of intimate care need and support, we request that parents/carers provide school with this information on acceptance of a school place in order for us to prepare and train appropriate staff before the young person joins our school.

4.1 Seeking parent/carer permission

For young people who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign the consent form (Appendix 2).

Where there isn't an intimate care plan, parent/carer permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with a parent/carer and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the young person is comfortable, and the school will inform a parent/carer afterwards.

4.2 Creating an intimate care plan (see Appendix 1 template)

Where an intimate care plan is required, it will be agreed in discussion between the school, parent/carer, the young person (when possible) and any relevant health professionals.

The school will work with parents/carer 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 young person will also be considered. If there is doubt about whether the young person can make an informed choice, their parent/carer will be consulted.

The intimate care 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.

4.3 Sharing information

Care plans will be readily available for relevant staff to facilitate intimate care as agreed by the young person and family, while adhering to the principles of GDPR.

King Edward VI Camp Hill School for Girls (KECHG) will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

5. Role of staff

Staff working with the young person in school will be given sufficient information to support the young person e.g. where adaptations to classroom activities need to be made.

5.1 Which staff will be responsible

Any first aiders who may carry out intimate care will have this set out in their job description.

No other staff members will be required to provide intimate care.

King Edward VI Camp Hill School for Girls (KECHG) will ensure that staff appointed to administer intimate care will have been appropriately vetted in adherence with Safer Recruitment guidance including being 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.

5.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake;
- Training on code of conduct, including dignity and respect;
- 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.

They will be familiar with:

- The control measures set out in risk assessments carried out by the school;
- Hygiene and health and safety procedures.

They will also be encouraged to seek further advice as needed.

6. Intimate care procedures

6.1 How procedures will happen

If a young person requires intimate care, two trained staff members will be present in order to support any invasive procedure and to mitigate any safeguarding concerns. Both staff members will

be first aid trained and, when possible, one staff member will be a senior first aider and/or one staff member will be named by the young person as their preferred person.

Procedures will be carried out in the privacy of the medical office.

When carrying out procedures, the school will provide staff with the necessary equipment such as protective gloves, cleaning supplies, changing mats and bins.

For young people needing routine intimate care, the school expects a parent/carer to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to a parent/carer at the end of the day.

6.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a young person's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a young person is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a Designated Safeguarding Lead or a Deputy.

If a young person makes an allegation against a staff member, the responsibility for intimate care of that young person will be given to another staff member as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

All staff must adhere to the principles in the Whistleblowing policy if they witness care not being provided in line with the care plan or if there are concerns that respect and dignity are not prioritised.

7. Monitoring arrangements

This policy will be reviewed by the Foundation Leader in Education – Safeguarding and Wellbeing and the School's Designated Safeguarding Lead, annually. At every review, the policy will be ratified by the School Governing Body.

8. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- SEND policy
- Our School's Local Offer
- Accessibility Plan
- Health and safety Policy
- Supporting pupils with medical conditions policy
- Managing allegations policy
- Whistleblowing policy

Appendix 1: Template intimate care plan

| Parents/Carers | |
|---|--|
| Name of young person | |
| 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 | |
| Staff member responsible for ensuring care is carried out according to the intimate care plan | |
| Name of parent or carer | |
| Relationship to young person | |
| Signature of parent or carer | |
| Date | |
| Young person | |
| How many members of staff would you like to help? | |
| Do you mind having a chat when you are being changed or washed? | |
| Signature of young person | |
| 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 school to provide intimate care | |
|---|--------------------------|
| Name of young person | |
| Date of birth | |
| Name of parent/carer | |
| Address | |
| I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting) | <input type="checkbox"/> |
| I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection) | <input type="checkbox"/> |
| I understand the procedures that will be carried out and will contact the school immediately if I have any concerns | <input type="checkbox"/> |
| <p>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).</p> <p>Instead, the school 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).</p> <p>I understand that if the school 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 school's intimate care policy, to make them comfortable and remove barriers to learning.</p> | <input type="checkbox"/> |
| Parent/carer signature | |
| Name of parent/carer | |
| Relationship to child | |
| Date | |