

Manthan International School

Intimate Care Policy

The intimate care policy is developed to ensure the physical, mental and emotional well-being of the learners at Manthan. Learning must occur in a safe and positive environment.

Version: 1.1

Approval on:

Review Cycle: Yearly

Ownership: DSL

Our Vision: *We aspire to achieve the highest.*

Definition of Intimate Care

Intimate care involves washing, dressing up, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled himself/herself) that most children can carry out independently, but with which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stages of development (menstruation etc.).

Intimate care may include support with the drinking, eating, dressing and toileting needs of the students of Manthan. In most cases, intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure (medical needs), only a person suitably trained and assessed as competent will undertake the procedure. Manthan's school nurse will guide and support learners with special medical needs.

Our Aims

Team Manthan is highly committed to creating a safe work and learning space for children and staff.

- Every child has the right to feel safe and secure.
- Every child has the right to be treated as an individual.
- Every child has the right to remain healthy.
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs.
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Every child can avail of intimate care and support from trained and professional carers or staff.

Our Procedures

- At Manthan, careful consideration will be given to each child's situation to determine how many carers or staff members might need to be present when a child is toileted or supported in the case of special medical needs or injury.
- Adhering to the best practice from a health and safety and safeguarding perspective, at **least 2 members of staff** will be present while attending to the child's needs. If 2 members of the staff are not available, one child will be catered for by a member of staff and a carer unless there is a sound reason for having more staff members involved, such as there is a known risk of false allegations by a pupil, or if it is an invasive procedure.
- Any additional support extended immediately will be recorded and informed to the parents by the nurse or the member operating in the same capacity.
- **If only one member of staff is present, the DSL will carry out checks with the member of staff once the procedure has taken place.**
- **In most possible cases the support staff (Helpers) will not enter the toilet with the child unless absolutely necessary and agreed in the intimate care plan.**
- In the case where the pupil requires regular support and assistance, a clear plan will be worked out and agreed upon by the concerned TL, *Health and Safety Coordinator, the nurse/s or staff and the parents of the child.*

- When there is a requirement for sudden assistance, especially, in the case of injury, accidents or soiled clothes, the parents will be informed on the same day if their child needs help meeting intimate care requirements.
- The information on intimate care will be kept confidential and will be communicated in person on a phone call or physical meeting with the parents (Not through a diary note).
- The school nurse will keep Accurate and regular records when a child requires intimate care. These can be brief notes mentioning the time, date and name of the carer or staff involved in the procedure.
- The intimate care procedure will be clearly and carefully communicated to the pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding, permission will be sought before starting an intimate procedure.
- Any individual member of staff when going to assist a pupil with intimate care will inform another appropriate and responsible staff member (Segment TL/ Coordinators/ any other member in a similar capacity). **However, preferably, intimate care should be undertaken with a minimum of two adults (Staff members) in attendance to safeguard both the adults and the child.**
- *In general, intimate care should only be provided by school nurse/s* if it is a medical issue. If a child needs intimate care for an ‘accident’ there should always be a minimum of two adults.
- Members who assist pupils with intimate care should be employees of the school, who have undergone safer recruitment checks, and not students, parents or external volunteers.
- While providing intimate care, the children’s religious views, beliefs and cultural values and their families will be taken into account to the maximum possible extent.
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.
- **Any child allowed diaper care will have an intimate care plan signed by the parent/guardian.** This plan will outline who is responsible in school for changing the child and where and when this will be carried out. (The agreement is to allow the school and parents to be aware of all issues surrounding the task from the outset.)
- When dealing with body fluids, such as urine, faeces, blood or vomit will be cleaned up immediately and disposed of safely, using the bins provided. When dealing with body fluids, staff should wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly after carrying out the procedures. Soiled children’s clothing will

be bagged to go home wherever practicable – staff will not be obliged to rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

- Children with special needs will have the same rights to privacy and safety as the other students when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) will be considered when laying out care plans for individual children.
- Finally, in all intimate care situations, the Schools' Safeguarding Policy must be adhered to.