



# Intimate Care Policy

---

**Review:** Swindon Borough Council guided

Signed: .....

Headteacher

Signed: .....

Governor

Review date: Swindon Borough Council guided

## **Personal Care**

Personal Care should be performed by a person of the same sex as the individual child, when at all possible, who has received appropriate training.

Due to the intimate nature of these procedures staff should aim not to work alone. If this is not manageable, at the very least, staff should always ensure that another adult is aware of the reason for withdrawing the child. They should spend no longer than is necessary over the process and limit activities to the minimum required to restore the child's hygiene. They should also ensure that there is open access to the work area, whilst maintaining the child's privacy and dignity.

Where appropriate the child should be encouraged to manage their own personal care under supervision.

## **Risk of Contact with Body Fluids**

To protect the child and school staff this process should always involve the use of plastic gloves/aprons. All waste should be disposed of with care. Staff involved in these procedures should adhere to the safe system of care advised by Swindon Borough Council.

## **Hand Washing Facilities**

Hand washing facilities must be available; staff should follow Swindon borough Council hand washing guidelines.

## **Disposable Gloves/Aprons**

Soiled gloves and aprons should be disposed of in a clinical waste bin where possible or double bagged before disposing into domestic waste.

## **Disposal of Waste**

Extremely soiled underwear can be disposed of and should be put into a clinical waste bin where possible or double bagged before disposing into domestic waste. However lightly soiled underwear can be double bagged and sent home for cleaning/disposal. Any other soiled clothes can also be double bagged and sent home with the child unless the soiling is extreme in which case call parents for advice.

## Personal Hygiene

Parents will provide flushable wet wipes and extra changes of underwear, nappy bags and carrier bags.

A written record should be kept of incidences of incontinence that requires the appropriate support staff to help to clean the genital area. For convenience a Log Book should be kept in the shower/changing room.

---

**I understand that in the event of my child being incontinent, appropriately trained school staff will be required to have intimate contact in the process of cleaning him/her. I accept that this is a service that the school is not obliged to undertake. I understand that it may be necessary to dispose of soiled underwear and I am required to provide flushable wet wipes, nappy bags, carrier bags and extra changes of underwear/clothes as required.**

*Please be advised that the school may need to enter this information onto a secure internal database, in order to ensure that all staff have access to your Childs needs while he/she is in school.*

**Child's Name:** ..... **DOB:** .....

**Parent/Carer Name:** .....

**Signature:** ..... **Date:** .....