



NAS Intimate Care Procedure for Schools and Children & Young People's Services

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Distribution	All staff in schools and children & young people's services
Policy Owner	Safeguarding Lead
Policy Advisor(s)	Clinical Leads and PBS Team

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Scope

This procedure document should be used in accordance with NAS Intimate Care **Policy** for Schools and Children & Young People's Services SO-0005.

This procedure is for use with children or young people **under the age of 18 only**, however informs best practice for our young people over the age of 18

Creating an Intimate Care Plan

Please refer to policy for further detail.





Where an intimate care plan is required, it will be agreed in discussion between the relevant NAS staff, the child or young person (if appropriate), the parents or carers, and any relevant medical professionals prior to admission.

When an intimate care plan is required due to toileting needs it will be written in conjunction with a Toileting Programme, where the focus is on teaching and learning, according to developmental readiness. Consistency across settings is essential, as is collaboration with the school based Transdisciplinary Team, teachers, keyworkers, parents, carers, Bowel and Bladder Clinics, GPs, Pediatricians, CAMHS-LD, Social Workers, etc.

The plan should have the child or young person's safety, privacy, and dignity as paramount.

This plan should reflect the child or young person's needs, including information such as:

- The specific language the child or young person uses or understands in relation to intimate care
- The communication tools needed such as visuals
- Particular routines and successful strategies
- Any cultural preferences
- The type of continence supplies used by the child or young person
- How the child or young person's independence will be promoted and developed

The plan should also include:

- Any specific agreed times of the day when intimate care will be needed
- A named lead staff member for the child or young person's intimate care
- Arrangements for the absence of this staff member
- Any considerations for offsite visits/trips into the community
- Any specific considerations regarding how intimate care procedures will be documented

See Appendix 1 for an intimate care plan template.

The plan will be reviewed annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to the child or young person's needs.

Role of Staff

Any roles who may carry out intimate care will have this set out in their job description. This includes:

- Teachers
- Teaching Assistants
- Therapists and TDT members

No other staff members are permitted to provide intimate care.

Volunteers cannot provide intimate care.





All staff who carry out intimate care will have been 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.

How Intimate Care will be Carried Out

Best practice is that where appropriate intimate care will be provided by 2 members of staff, where staffing levels allow. The young person's age, level of understanding and potential risks will be taken in to account when considering how many staff should support; ensuring that dignity, key safeguarding messages and independence skills are promoted. These staff should be familiar with the child or young person's intimate care plan (where one is in place).

Intimate care may be provided by staff of the opposite sex, where this has been agreed by the child or young person (if appropriate), the parents or carers, and any relevant medical professionals, and recorded in the child or young person's intimate care plan.

Where a child or young person who does not have an intimate care plan in place requires intimate care, parental permission will be sought <u>before</u> performing any intimate care procedure. If staff are unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child or young person is comfortable, and staff will inform parents/carers afterwards. In this situation where there is no plan and no parental agreement, intimate care will be provided by 2 members of staff of the same sex as the child or young person, where this is possible and appropriate to the young person.

The child or young person's dignity and privacy will be promoted by intimate care taking place in a private room with suitable equipment and facilities.

When carrying out procedures, the school or service will provide:

- A private area away from other child or young people for intimate care to take place.
- Personal protective equipment (PPE) such as disposable protective gloves, disposable aprons, as well as hot water and liquid soap for handwashing.
- Suitable cleaning supplies, changing mats and appropriate bins for disposal of continence supplies and PPE.

For a child or young person needing routine intimate care, the family or relevant medical professionals will need to provide the school or service with sufficient supplies of necessary resources, such as continence pads, underwear, and/or a spare sets of labelled clothing.

Any intimate care procedure will be recorded in a manner appropriate to the needs of the child or young person, family, and service. This recording will document which staff members provided the intimate care, what took place, and any observations or concerns. Intimate care records will be regularly reviewed by the allocated senior member of staff to quality assure the care provided and identify any concerns.





These records will be shared with parents/carers and relevant health professionals as appropriate.

Offsite Procedures

All the above procedures apply to staff when offsite, with the additional considerations:

- Staff should have a RADAR key to access disabled bathrooms and changing facilities in the community.
- Staff must prioritise the child or young person's dignity when in the community, only using appropriate private disabled bathrooms to provide intimate care.
- Staff must ensure sufficient continence supplies and alternative clothing are taken for the child or young person.

Appendix 1 – Intimate Care Plan Toileting Template

Below is a template for use in Sybil Elgar School. This template is a prompt on the necessary things to consider and not an exhaustive list, nor is its use compulsory. The contents can be added in to an existing plan.

This should be adapted as necessary to the specific needs of the child or young person and context. Where the format of this plan is a barrier to the child or young person's understanding, a parallel plan should be developed in an alternative format accessible for the child or young person, such as a social story.

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(December 2021) https://tecming.nupoc.org.uk/rafeguarding-child-protection/continence-issues and "NAS Intimate Care Policy for Schools and Children & Young People's Services - Policy Number SC-0005' (February 2023)

O	National Autistic Society	Sybil Elgor School	Sybil Elgar School Intimate care (toileting) programme
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Trained staff who w	III CLASS TEACHER				
support with toiletin	a TLA name				
routines	TLA name				
Training regarding toileting routines to					
provided by		are available to assess and/o	r advise as required		
Recording of toileting	ng Standard SES toileting f Bespoke toileting form	orm to be completed daily to be completed daily			
People who have o	contributed to this document				
Name	Role/ position	Signature	Date signed		
Tess Steventon	Senior Occupational Therapist				
Thea Smit	Lead teacher				
NAME	Class teacher				
NAME	Local Authority Bowel and Bladder clinic nurse				
Anne Williams	Family Liaison Manager (registered social worker)				
Lucy Burholt	Deputy Principal/ Designated Safeguarding Lead				
NAME	Mother Father Carer				
NAME	Local Authority CAMHS-LE team				

This document has been written in consideration of NSPCC guidance "Confinence issues: Intimate Care" (December 2021) https://isamina.nspcc.org.uk/safeguarding.pc/likf-protection/confinence-issues and "Allaham Allaham Samina" of Policy for Schools and Children & Young People's Services - Policy Number SO-0005" (february)





Appendix 2 – Intimate Care Plan Menstruation Template

	Autistic Society Sch	ool Intima	te care (toile	ting and menstruation) programme	
+						
	Pupil name			Year group	YEAR	
	Document updated	Autumn 20	23	Document to be reviewed	Autumn 2025	
	Level of support					
	required during toileting routines					
	Idlieling roulines					
	Level of continence					
	Continence wear /					
	underwear					
	** Provided by family					
	Sanitary wear used					
	during menstrual					
	cycle Level of support					
	required to manage					
	sanitary wear during					
	menstrual cycle					
	Awareness of urae					
	sensations					
	Means of					
	communicating					
	toileting needs					
	Location intimate					
	care routines to take					
	place					
	Times to access tailet (t	oilet-timina				
	schedule) to change o	ontinence				
	wear					
	Times to access toilet (t schedule)	oilet-timing				
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	Current targets to					
	develop					
	independence					
	F 1 17 11					
	Equipment/ aids required					
	Trained staff who will	CLASS TEAC	Puco			
	support with toileting	TLA				
	routines	TLA				

Training regarding Class teacher: Name talleting routines to be Occupational Therapy / Family Liaison Manager are available to assess and/c provided by divise as reaulired				
Recording of toileting	Bespoke toileting form	orm to be completed daily to be completed daily	′	
People who have o	ontributed to this document			
Name	Role/ position	Signature	Date signed	
Tess Steventon	Senior Occupational Therapist			
Thea Smit	Lead teacher			
CLASS TEACHER NAME	Class teacher			
Penny Bishop	Local Authority Bowel and Bladder clinic nurse	1		
Anne Williams	Family Liaison Manager (registered social worker)			
Lucy Burholf	Deputy Principal/ Designated Safeguarding Lead			
MOTHER NAME	Mother			

This document has been written in comideration of NSPCC guidance "Continence Issues: Intimate Care" (December 2021) <a href="https://jecomina.nspcc.org/uk/gafeguarding-child-protection/continence-issues and "NAS Intimate Care Policy for Schools and Children & Young People's Services: Policy Number 50-0005" (February Care Policy Number 50-0005" (February Care Policy Number 50-0005" (February Care Policy Number 50-0005") (February Care Policy Nu

This document has been written in consideration of NSPCC guidance 'Continence Issues-Intimate Care

Appendix 3 – Intimate
Plan Showering and Dressing Template

Care





Autistic	Sybil Elgar School Intimate care (s	ol howering and dressin	-)		
	school iniimale care (s	nowening and aressin	J) programme		
	***	v			
Pupil name		Year group		2004	
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Level of support required during showering and dressing routines	•				
Additional safety considerations		r-excited during showering rected limits in relation to:		d it difficult	
Times to access show routines	ver/ dressing				
Current targets to	Undressing				
develop independence durin					
showering and dressing routines	Showering	Showering			
	<u>Dressing</u>				
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showering needing t	10				
be provided by hom		Underwear 🗆 Trousers 🗆 T-shirts 🗆 Slippers 🗀 Socks 🗀			
Equipment/ aids required					
Trained staff who will support with					
showering and dressing routines					
Training regarding Class teacher: NAME					
showering and					
dressing routines to be Relevant professionals are available to assess and/or advise as required provided by			ed		
Recording of showering and	Recording of showering and				
dressing	antiles stand to this standard				
Name	ontributed to this documen		Data sign		
		Date signed			
Tess Steventon	Senior Occupational Therapist				
Thea Smit	Lead teacher				

National Autistic Society	Sybil Elgar School Infimate care (show	vering and dressing	g) programme
NAME	Local Authority Bowel and Bladder clinic nurse		
Anne Williams	Family Liaison Manager (registered social worker)		
Lucy Burholt	Deputy Principal/ Designated Safeguarding Lead		
NAME	Mother Father Carer		
NAME	Local Authority CAMHS-LD team		

This document has been written in consideration of NSPCC guidance 'Continence Issues-Intimate Care' (December 2021) https://iearning.nspco.org.uk/sofeguarding-child-profection/continence-issues and 'NAS Intimate Care Policy for Schools and Children & Young People's Services - Policy Number SC-0005' (February 2023)

This document has been written in consideration of NSPCC guidance "Continence Issues-Intimate Care" (December 2021) https://learning.nspcc.org.uk/safeguarding-phild-protection/continence-issues and "NAS Intimate Care Policy for Schools and Children & Young People's Services - Policy Number 80-0005" (February 2023)

Add Consent letter

Add recording form