

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

<b>Policy Number</b>	SO-0005-001-0223
<b>Version Number</b>	V1.1
<b>Date of Issue</b>	May 2023
<b>Date to be Reviewed</b>	February 2024
<b>Distribution</b>	All staff in schools and children & young people's services
<b>Policy Owner</b>	Safeguarding Lead
<b>Policy Advisor(s)</b>	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 before 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.




  Sybil Elgar School  
Intimate care (toileting) programme

Pupil name	***	Year group	YEAR
Document updated	Autumn 2023	Document to be reviewed	Autumn 2024
Has assessment taken place by Local Authority Bowel and Bladder service?			
Are they currently under the care of a Local Authority Bowel and Bladder service? If yes, name of primary contact			
Level of continence			
Level of support required during toileting routines			
Continence wear / underwear			
** Provided by family			
Toileting resources needing to be provided by home			
Awareness of urge sensations			
Communication relating to toileting needs			
Location intimate care routines to take place			
Times to access toilet (toilet-timing schedule) to change continence wear			
Times to access toilet (toilet-timing schedule)			
Current targets to develop independence			
Equipment/ aids required			
Procedures for clothes from home			
Procedures for intimate care in the community			

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

  Sybil Elgar School  
Intimate care (toileting) programme

Trained staff who will support with toileting routines	CLASS TEACHER TLA name		
Training regarding toileting routines to be provided by	Class teacher: Name		
Recording of toileting	Relevant professionals are available to assess and/or advise as required Standard SES toileting form to be completed daily Sesopa toileting form to be completed daily		
People who have contributed to this document			
Name	Role/ position	Signature	Date signed
Tess Stevenson	Senior Occupational Therapist		
Theo Smit	Lead teacher		
NAME	Class teacher		
NAME	Local Authority Bowel and Bladder clinic nurse		
Anne Williams	Family Liaison Manager (registered social worker)		
Lucy Buholt	Deputy Principal/ Designated Safeguarding Lead		
NAME	NAME		
NAME	NAME		
NAME	Local Authority CAMHS/SLU team		

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## Appendix 2 – Intimate Care Plan Menstruation Template

National Autistic Society Sybil Elgar School  
Intimate care (toileting and menstruation) programme

Pupil name		Year group	YEAR
Document updated	Autumn 2023	Document to be reviewed	Autumn 2025
Level of support required during toileting routines			
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 urge sensations			
Means of communicating toileting needs			
Location intimate care routines to take place			
Times to access toilet (toilet-timing schedule) to change continence wear			
Times to access toilet (toilet-timing schedule)			
Current targets to develop independence			
Equipment/ aids required			
Trained staff who will support with toileting routines			

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National Autistic Society Sybil Elgar School  
Intimate care (toileting and menstruation) programme

Training regarding toileting routines to be provided by	Class teacher: [redacted] Occupational Therapy / Family Liaison Manager are available to assess and/or advise as required		
Recording of toileting	Standard SES toileting form to be completed daily Bespoke toileting form to be completed daily		
People who have contributed to this document			
Name	Role/ position	Signature	Date signed
Test Steventon	Senior Occupational Therapist		
Thea Smit	Lead teacher		
CLASS TEACHER NAME	Class teacher		
Penny Bishop	Local Authority Bowel and Bladder clinic nurse		
Anne Williams	Family Liaison Manager (registered social worker)		
Lucy Buholt	Deputy Principal/ Designated Safeguarding Lead		
MOTHER NAME	Mother		

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

## Appendix 3 – Intimate Plan Showering and Dressing Template

Care

National Autistic Society Sybil Elgar School  
Intimate care (showering and dressing) programme

Pupil name		***	Year group	
Document updated		Autumn 2023	Document to be reviewed	Autumn 2024
Level of support required during showering and dressing routines		•		
Additional safety considerations		• Can become over-excited during showering routines and can find it difficult to accept adult-directed limits in relation to showers		
Times to access shower/ dressing routines				
Current targets to develop independence during showering and dressing routines		<p><u>Undressing</u></p> <p><u>Showering</u></p> <p><u>Dressing</u></p>		
Resources required for showering needing to be provided by home		Body wash <input type="checkbox"/> shampoo <input type="checkbox"/> Towel <input type="checkbox"/> Robe <input type="checkbox"/> Underwear <input type="checkbox"/> Trousers <input type="checkbox"/> T-shirts <input type="checkbox"/> Slippers <input type="checkbox"/> Socks <input type="checkbox"/>		
Equipment/ aids required				
Trained staff who will support with showering and dressing routines				
Training regarding showering and dressing routines to be provided by		Class teacher: <b>NAME</b> Relevant professionals are available to assess and/or advise as required		
Recording of showering and dressing				
People who have contributed to this document				
Name	Role/ position	Signature	Date signed	
Tess Steventon	Senior Occupational Therapist			
Thea Smit	Lead teacher			
NAME	Class teacher			

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National Autistic Society Sybil Elgar School  
Intimate care (showering and dressing) 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		

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Add Consent letter

Add recording form