

**Intimate Care Policy**

For the purposes of this policy, intimate care is defined as any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, providing comfort and support to a distressed pupil, and supervising intimate self-care that is required to meet the personal needs of pupils regularly or during a one-off incident.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

We have a duty to safeguard pupils and school personnel at all times. We aim to develop independence in each pupil but when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are trained in intimate care procedures.

We treat every pupil as an individual treating them as sensitively as possible.

**Aims**

* To safeguard the rights of pupils.
* To safeguard school personnel involved in intimate care procedures.

**Procedure**

**Role of the Governing Body**

The Governing Body has:

* delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;

**Role of the Headteacher**

The Headteacher will:

* ensure all school personnel, pupils and parents are aware of and comply with this policy;
* ensure school personnel who provide intimate care are suitably trained to do so;
* ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
* monitor the effectiveness of this policy;
* annually report to the Governing Body on the success and development of this policy

**Role of School Personnel with Responsibilities for Intimate Care**

School personnel will:

* receive training in Child Protection, First Aid, intimate care procedures, and Health and Safety training in moving and handling;
* be professional in their duties at all times;
* be respectful of a pupil’s needs;
* preserve a child’s dignity and respect with a high level of privacy, choice and control appropriate to the child’s age and abilities;
* be aware of a child’s preferred method and level of communication;
* make sure practice in intimate care is consistent;
* be aware of their own limitations;
* promote positive self-esteem and body image;
* work in partnership with parents/carers;
* report any concerns they have about a child;
* report any concerns they have about a colleague’s intimate care practice;
* be aware of the danger of allegations being made against them;
* take precautions to avoid risk

# School responsibilities

* Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
* Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
* In liaison with the pupil and parents/carers, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
* Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
* The privacy and dignity of any pupil who requires intimate care will be respected at all times.
* A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
* Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents/carers.
* Members of staff will react to accidents in a calm and sympathetic manner.
* Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.
* A minimum number of changes will be agreed.
* The family’s cultural practices will always be taken into account for cases of intimate care.
* Where possible, only same-sex intimate care will be carried out.
* Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
* Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

# Health and safety

* Kisharon School's Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.
* Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.
* Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
* Paper mats will be used on changing tables
* Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately, in line with the Cleaning Bodily Fluids Policy.
* The changing area or toilet will be left clean.
* Hot water and soap are available to wash hands.
* Paper towels are available to dry hands.

# Parental responsibilities

* Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
* Parents/carers will provide spare nappies, incontinence pads, medical bags, and a change of clothing in case of accidents.
* A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.
* Parents/carers will inform the school should their child have any marks/rashes.
* Parents/carers will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

# Safeguarding

* + Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties. No volunteer may engage in personal care.
  + Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
  + Each pupil’s right to privacy will be respected. Careful consideration will be given to each pupil’s situation to determine how many carers will need to be present when the pupil requires intimate care.
  + If any member of staff has concerns about physical changes to a pupil’s presentation, such as marks or bruises, they will report the concerns to the Headteacher (DSL) immediately.

# Swimming

* Pupils regularly participate in swimming lessons at Wessex Gardens: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
* Details of any additional arrangements will be recorded in the pupil’s individual intimate care plan.
* Some pupils have Hydrotherapy at Mapledown School and will require saff to change them before and after the session.

**Rights of the Child**

All children have the right to be treated:

* with sensitivity and respect in such a way that their experience of intimate care is a positive one;
* by professionals suitably trained and assessed to be competent to undertake procedures in intimate care

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

* the School Handbook/Prospectus
* the school website
* the Staff Handbook
* meetings with parents such as introductory, transition, parent-teacher consultations
* meetings with school personnel
* communications with home such as newsletters.

**Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for school personnel so that they are kept up to date with new information and guide lines.

**Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

**Linked Policies**

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| * Disposal of Nappies and Personal Protection Equipment * Whistleblowing Policy * Administering Medications Policy | * Health and Safety * Child Protection * Staff Code of Conduct |