



INTIMATE CARE POLICY

March 2020

To be reviewed March 2022

Rationale and Aims

The issue of intimate care is a sensitive one. Cleeve Meadow School is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. The aim of this policy is:

- to safeguard the rights and promote the welfare of students
- to provide guidance and reassurance to staff whose role includes intimate care
- to assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account.

Definition

Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities. Intimate personal care tasks can include:

- body bathing other than to arms, face and legs below the knee.
- toileting, wiping and care in the genital and anal areas.
- dressing and undressing.
- application of medical treatment, other than to arms, face and legs below the knee
- supporting with the changing of sanitary protection

The management of all pupils with intimate care needs will be carefully planned. All students who require intimate care will have an individual care plan. This will be agreed with parents/carers, the student and the staff team.

The student's dignity will always be preserved with a high level of privacy, choice and control. In the case of a specific procedure to meet complex health needs only a person suitably trained and assessed as competent will undertake the procedure, (e.g. the administration of rectal diazepam).

Staff will be responsive to any apprehensions, discomfort or disapproval shown by a student. Photographs, symbols and words will be used as a communication tool with students who require this additional support.

Careful consideration will be given to each pupil's situation e.g. determining how many carers might need to be present whenever a student receives intimate care. Wherever possible, one student will be catered for by one adult unless there is a sound rationale for having more adults present. If this is the case, the reasons will be clearly documented.

Safeguarding

Policies and procedures are in place as part of safeguarding framework relating to safeguarding both students and adults. Staff are supported and trained so that they feel confident in their practice. There is a high awareness of student protection issues where intimate care is provided.

Staff will record all instances of intimate care and toileting. These records will include the date and time that intimate care and toileting have taken place for individual students. These records will be signed by the staff members that have undertaken intimate care or toileting.

DBS checks are rigorous and are carried out to ensure the safety of students with staff or volunteers working in the school. Staff and volunteers MUST be DBS cleared before carrying out intimate care

tasks alone with a student. Prior to confirmation of DBS clearance they may, however, support another trained/experienced member of a staff in performing such tasks provided they have List 99 clearance.

Staff need to be aware that some adults may use intimate care, as an opportunity to abuse students. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to the settings policy and procedure guidelines should safeguard students and practitioners.

If a staff member has concerns about a colleague's intimate care practice they must report this following the settings Whistleblowing Policy.

If a staff member observes any unusual markings, dis-colourations or swelling including the genital area, they must report this immediately following Cleeve meadow's Safeguarding and Child Protection Policy.

Health and Safety:

There are procedures in place for dealing with spillages of bodily fluids. These are to be found in the Appendix to the Infection Control Policy

There are also procedures in place for the disposal of clinical waste (wet or soiled pads).

Induction procedures and continued CPD are in place within the school to support staff in dealing appropriately with issues of intimate care.

Facilities and resources

Suitable hygienic changing facilities are provided in the school. Advice from a physiotherapist, occupational therapist and a qualified Manual Handling Trainer is available when required.

Personal protective items are provided and staff always wear these during intimate care. Staff should always wear an apron and gloves when dealing with a pupil who has soiled. Any soiled waste (urinary or faecal) should be placed in a yellow clinical waste disposal bag, which will be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied regularly and it will be collected as part of the usual refuse collection service.

Students provide their own intimate care hygienic materials, i.e. pads.

Partnership Working

Staff work in partnership with parents/carers to ensure consistency of approach. The needs and wishes of students and parents/carers will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Provision may be amended in the light of individual needs, but we promote each person's right to equality of opportunity in all aspects of school life, including the provision of intimate care.

Staff will be supported and encouraged to adapt their practice in relation to the needs of individual students, taking into account developmental changes such as the onset of puberty and menstruation. The student will be supported to achieve the highest level of autonomy possible, given their age and abilities.

Confidentiality

Staff will have regard to confidentiality of this information. Sensitive information about a student will only be shared with those who need to know.

Matters concerning intimate care will not be recorded in the home/ school communication diary as it is not a confidential document. Communication relating to personal care will be made through a sealed letter, personal contact or a telephone call between a staff member and parent/ carer.

Related School Policies

- Safeguarding and Student Protection Policy
- Health and Safety Policy
- Equality Policy
- Safe Touch Policy
- Whistleblowing Policy
- Managing Allegations Against Staff Policy and Procedures
- Individual Health Care Plans