

# Intimate Care Policy



Last Reviewed by:	Nicola Hirst
Date of review:	November 2022
Due for Next Review:	November 2024
Head Teacher:	Rebecca Thompson

## Introduction

The Governing Body of Highfield School believe intimate care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a student / young person regularly or during a one-off incident.

We have a duty to safeguard students and school personnel at all times. We must develop independence in each student but on those occasions when students need assistance they must:

- feel safe
- have personal privacy
- feel valued
- be treated with dignity, sensitivity and respect
- be involved and consulted about their own intimate care

## Aims

**The aims of this policy are:**

- To safeguard the rights of students and promote the best interests of the students.
- To safeguard school personnel trained in intimate care procedures.
- To inform parents/carers in how intimate care is administered.
- To ensure parents/carers are consulted in the intimate care of their students.
- To facilitate students being treated with sensitivity and respect.

## Principles

It is essential that every student is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the student should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the student's position. Given the right approach, intimate care can provide opportunities to teach students about the value of their own bodies, to develop their safety skills and to enhance their self-esteem.

Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the student's right to privacy and dignity is maintained at all times.

## Roles & Responsibilities

### **Role of Highfield School's Governing Body**

The Governing Body has delegated powers and responsibilities to the head teacher in the delivery of this policy.

### **Role of the Head Teacher**

The Head Teacher will ensure:

- All staff are aware of this policy
- All parents are aware of this policy, via the school website
- Staff who provide intimate care are suitably trained to do so
- That new developments, resources and equipment are brought to the attention of the appropriate staff
- That this policy is reviewed every three years or sooner if necessary

## **Role of Staff with Responsibilities for Intimate Care**

When touching a student, staff should always be aware of the possibility of invading a student's privacy and will respect the student's wishes and feelings.

If a student needs to be cleaned, staff will make sure that:

- All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to, and wear, protective, disposable gloves
- The procedure is discussed in a friendly and reassuring way with the student throughout the process
- The student is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the student's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet or taken to the bin designated for the disposal of bodily fluids that is located in the medical room and collected weekly
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the student
- Used pads will be placed in an additional bag and then placed in the correct bin – these are located in the disabled toilet in Reception and upstairs in school, boy's toilets nearest to the Dining Room and disabled toilet in the Fitness Suite.

In addition to this school staff will:

- All staff receive training in Safeguarding with regular updates.
- Where needed or appropriate staff also receive training in first aid and moving and handling.
- Staff without training in First Aid or Moving and Handling should ensure that staff with appropriate training carry out these roles.
- Be professional in their duties at all times
- Be respectful of a student's needs
- Be aware of a student's method and level of communication
- Make sure practice in intimate care is consistent
- Be sensitive to a student's dignity
- Offer a high level of privacy and choice (this must be appropriate to the student's age and development)
- 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 student
- 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

## **Role of Parents**

Parents will:

- Advise school of any known intimate care needs
- Be involved with their student's intimate care arrangements

## Safeguarding

### Approaches that safeguard both student and staff

Staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk.

These should include:

- Gaining verbal agreement from another member of staff that the action being taken is necessary
- Allowing the student, wherever possible, to express a preference to choose their carer and encourage them to say if they find a carer to be unacceptable
- Allowing the student a choice in the sequence of care
- Being aware of and responsive to the student's reactions

### Suitability of staff

The following is a guide for staff in responding to incidents where students have soiled themselves. However, it should still be remembered that the student is allowed to say if they find a particular carer to be unacceptable. Staff should take no insult from this, as they will put themselves in the shoes of the student and recognise that the student's dignity is paramount.

Highfield School has a diverse student body with a wide range of needs. The following guide also must be considered taking into account the student's developmental needs as for many female students, it might always be unacceptable for a male to attend to personal care needs.

#### If a male student soils himself.

- It is acceptable for two females to attend together.
- It is acceptable for two males to attend together.
- It is acceptable for a male and a female to attend together

#### If a female student soils herself:

- It is unacceptable for two males to attend together.
- It may be acceptable for a male and a female to attend together, depending on the student and her needs. The female staff member is more likely to lead the support.
- It is acceptable for two females to attend together.

### Individual Staff undertaking Intimate Care

- It is acceptable for an individual male to attend or an individual female to provide intimate care as long as:
  - this is part of the student's intimate care plan;
  - it is agreed by parent/carer, who will have signed the plan;
  - it is agreed by either the Assistant Head or SENDCo, who will have signed the plan;
  - **the staff member has told another member of staff where they are and what they will be doing.**
  - There is a written record made after the event of what care was provided, by who and when.

In making the decision on level of adult support (1:1 vs 2:1), the form tutor will consider the following factors:

- The type and severity of the student's need
- The frequency of intimate care (students who rarely have intimate care are more likely to need 2:1 staffing)
- Any known history of allegations against staff or against the student

### Intimate Care Plans

When a pupil requires regular or planned support with intimate care

## **Conclusion**

### **Rights of the Student**

All students have the right to be treated with dignity, sensitivity and respect so that their experience of intimate care is a positive one.

### **Review**

This policy will be reviewed every two years or sooner if the need arises.



# INTIMATE CARE AND TOILETING PLAN

Completed plans should be saved on:  
*T drive/4 Student Documentation/Medical*

Paper copies may be held in a suitable location in the classroom.

<b>Student name</b>		<b>Class / Form</b>	
<b>Date of this plan</b>		<b>Review date</b> (6 month review cycle)	
<b>Area(s) of need</b> (e.g. SLD, ASD, PD)		<b>Male (✓)</b>	<b>Female (✓)</b>

## Management Plan

<b>Lead staff</b> <i>(typically class teacher)</i>	
<b>Other named staff</b> (others typically involved in providing intimate care to this student)	
<b>Equipment needed</b> (e.g. gloves, hand wash, waste bags, wipes, apron, bucket, spare clothes, spare underwear, hoist, changing mat, towel, shower gel, shampoo)	
<b>Location of suitable facilities</b>	
<b>Overview of support required</b>	
<b>Expected frequency of support</b> <i>(e.g. daily, approx. monthly, only after a seizure)</i>	
<b>Level of support</b> <i>In making the decision on level of adult support (1:1 vs 2:1), the form tutor will consider the following factors:</i> <ul style="list-style-type: none"> <li>• The type and severity of the student's need</li> <li>• The frequency of intimate care (students who <b>rarely</b> have intimate care are more likely to need 2:1 staffing)</li> <li>• Any known history of allegations against staff or the student</li> </ul>	
<b>What manual handling is required?</b>	
<b>What adjustments/plans are needed for swimming, trips or residentials?</b> <i>(e.g. privacy for changing, taking child to toilet at planned times, limited drinks after 6.00pm)</i>	
<b>Any parent or student preference for sex of carer</b>	

**When supporting a student 1:1, staff members must always let a colleague know where they are going and what they will be doing.**

# Working towards independence

<b>Student can already:</b>	
<b>Student will try to:</b> <i>(NB this becomes a self-care target for the student to work towards)</i>	
<b>Key staff will:</b>	
<b>Are parents providing supplies and where in school will these be kept?</b> <i>(e.g. pads, catheters, spare clothes)</i>	

## Signatures

<b>Student</b> <i>(if not appropriate put N/A)</i>	
<b>Parent / Carer</b>	
<b>Form Teacher</b>	
<b>Senior Leadership Team</b>	





