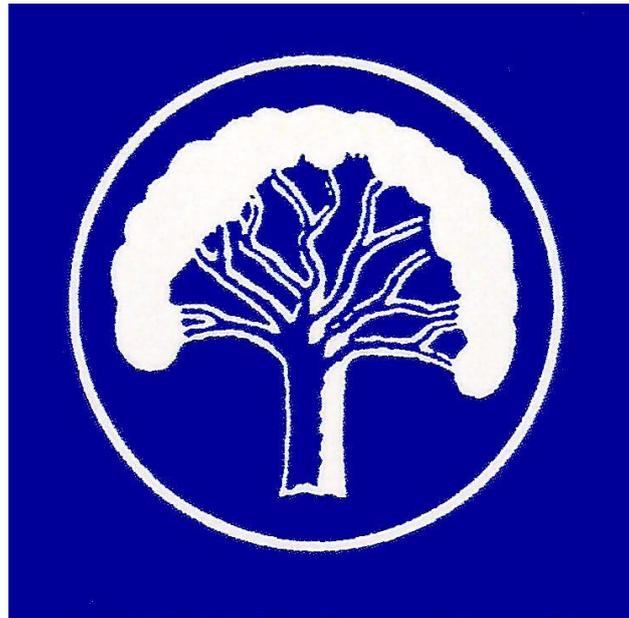


Woodcote Primary School



Intimate Care Policy

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Introduction

This Intimate Care Policy has been developed to ensure that the needs and rights of pupils and staff are maintained and that the highest standards of best practice are ensured at all times in the area of intimate personal assistance.

Each pupil has the right to physical care assistance in order for him or her to participate fully in school life. The level of assistance required will reflect the needs of each individual pupil at any given time.

Aims

The aim of this policy is to ensure that:

- the dignity and welfare of pupils and staff are respected and maintained.
- the rights of pupils and staff are protected.
- best practice is promoted throughout the school within the framework of the current policy.

Definition of Intimate Care

Intimate care is the support provided by staff to pupils while involved in personal care routines such as dressing and undressing, toileting, showering/bathing and attending to menstrual needs. Where necessary, such support will involve varying levels of supervision and assistance and may involve physical contact with a pupil when they are partially or fully undressed. Where intimate care is required on a regular basis for a pupil, an Individual Healthcare Plan will be drawn up in collaboration with school staff, parents and pupils.

Content

The Intimate Care Guidelines are laid out as follows:

- Staff Guidelines
- Pupil Welfare
- Reporting
- Parental Voice

Staff Guidelines

- Levels of staffing for the provision of intimate care assistance will be organised based on the individual needs of the pupils and availability of staff. Staffing levels should be reviewed with the relevant staff when necessary. Every effort will be made to provide two staff, at any time, for intimate care assistance. However, there may be occasions when only one member of staff is available.
- In a situation where a staff member is obliged to undertake intimate care assistance on his or her own, other staff can be called on if further assistance is deemed necessary.
- Within current resources, staff of either gender may be required as part of their duties to attend to the intimate care needs of pupils both male and female. Female staff only will attend to pupils requiring assistance with menstrual needs. Staff will not be involved in any way in the use by pupils of internal sanitary protection.

- Staff should never carry out an intimate care procedure unless they know how to do so correctly and will ask for the relevant advice from the AHT for Inclusion when required.
- Staff should ensure supplies of toiletries, towels and fresh clothes etc. are to hand so that the pupil is not left unattended while items are found. If supplies run out while a staff member is using bathroom facilities then the staff member should replace the toiletries with supplies from the appropriate person/place.
- Staff should at all times follow best practice in relation to infection control.
- Staff should be discreet in the use of intimate care items and these should not be visible outside of designated areas.
- Intimate care assistance will at all times take place in the designated area which is dependent on the individual pupil.

Pupil Welfare

- Every pupil should be treated with dignity and have their privacy respected at all times
- Physical contact (if necessary) during intimate care assistance should be affirmative and supportive
- While assisting the pupil, staff will explain what is happening in a straightforward and reassuring manner and will involve the pupil as far as possible in their own intimate care programme while being sensitive to their reactions and responsive to their communication (both verbal and non verbal) abilities.
- Discreet observation will be used to check if a pupil needs changing.
- The needs and challenges presented by individual pupils will be taken into consideration.
- Staff will check in advance that suitable facilities exist for intimate care procedures when on outings.

Reporting

If during the provision of intimate care assistance:

- the pupil is accidentally hurt
- the pupil seems unusually sore, tender or bruised
- the pupil appears to misinterpret what is said or done
- the pupil has a very emotional reaction without apparent cause.

The staff member(s) involved in the intimate care assistance should immediately report any such incident to the AHT for Inclusion. The incident should also be reported as soon as possible to the Head of School. Parents may be contacted and an incident report may be completed where Safeguarding Guidelines indicate that this step is necessary. Follow up will take place as required. Keeping Children Safe in Education guidance will be followed at all times.

Parental Voice

This Policy is available on our website. Parental concerns and suggestions regarding the intimate care needs of their child will be taken into consideration by the school. Please inform us of any recommendations.

Implementation and Dissemination

This policy has been made available to all staff.

Review

This policy will be reviewed periodically as necessary.

Ratification

Approved by the Board of Governors April 2019

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