



## Intimate Care Policy

### Rationale

We believe this policy should be a working document that is fit for purpose, represents the school ethos and enables consistency and quality across the school.

We understand intimate personal care includes 'hands-on physical care in personal hygiene, and physical presence or observation during such activities.'

Intimate personal 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 regularly or during a one-off incident.

We have a duty to safeguard students and school personnel at all times.

We must also develop independence in each student but on those occasions when students need assistance, they must feel safe, have personal privacy, feel valued, and be treated with dignity and respect, as well as to be involved and consulted about their own intimate care with school staff that support them.

We work in close partnership with families, and, if needed, other professionals to ensure continuity of care for students.

At all times, we treat all students with respect but especially when intimate care is given. All school personnel are sensitive to each student's individual needs and no student will be attended to in a way that causes distress, humiliation or pain.

We have a duty to take full account of the religious views and cultural values attached to aspects of intimate personal care with students.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To safeguard the rights of students.
- To safeguard school personnel trained in intimate care procedures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## 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;
- Appointed Head of Care and Safeguarding to manage all aspects of this policy's implementation
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- nominated a link Safeguarding governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the Head of Care and Safeguarding;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Headteacher

The Headteacher will:

- Delegate the management of this policy to Head of Care and Safeguarding
- Direct resources to as specified by the Head of Care and Safeguarding to implement this policy
- Share this policy via the school's website
- Ensure all students are 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.
- ensure school personnel who provide intimate care are suitably trained to do so;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- make effective use of relevant research and information to improve this policy;
- ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
- monitor the effectiveness of this policy by speaking with students, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### Role of the Head of Care and Safeguarding

The Head of Care and Safeguarding will:

Have in place an agreement with parents that deals with the procedure for personal care in school;

- ensure that free sanitary products are available at school for those who need to use them;
  - ensure suitable hygiene changing facilities are in place and well maintained;
  - ensure essential resources are in good supply;
- assist in carrying out risk assessments;
- investigate potential hazards, accidents and dangerous occurrences;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the Safeguarding governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- involve the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all students;
- annually report to the Governing Body on the success and development of this policy

### Role of school personnel

School personnel will:

- receive training in:
  - safeguarding and student Protection
  - health and safety
  - first aid and medical assistance
  - supervising intimate self-care
- be professional in their duties at all times;
- be respectful of a student's needs;
- preserve a student's dignity and respect with a high level of privacy, choice and control appropriate to the student's age and situation;
- be aware of a student's 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;
- 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;
- be aware of all individual Toileting plans;
- discuss intimate care arrangements with families regularly;
- record all arrangements of Toileting plans;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their student's progress and behaviour at school.

## Role of students

Students will:

- be aware that free sanitary products are available at school for those who need to use them;
- liaise with the school council;
- take part in questionnaires and surveys.

## Role of families

Families will:

- be aware of and comply with this policy
- advise the school of any known intimate care needs relating to their student;
- be involved with their student's intimate care arrangements on a regular basis;
- inform the school if their student have any marks or rash

- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

### **Monitoring the effectiveness of the policy**

#### **Review of Procedure**

This procedure shall be subject to periodic review and may be changed from time to time.

## Toileting Plan

<b>Student's name:</b>	<b>Date of Birth:</b>	<b>Date agreed:</b>
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	Details	Action
<b>Working towards independence:</b> Such as taking student to toilet at timed intervals, using sign or symbol, any rewards used		
<b>Arrangements for nappy/pad changing:</b> Such as who, where, arrangements for privacy		
<b>Level of assistance needed:</b> Such as undressing, dressing, hand washing, communicating to student		
<b>Infection control:</b> COVID-19 PPE, such as wearing disposable gloves, masks, apron, and safe nappy disposal		
<b>Sharing information:</b> Such as if the student has a nappy rash or any marks, any family customs/cultural practice		
<b>Resources needed:</b> Such as special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

<b>Signed:</b> Parent/carer: Key member of staff:	<b>Review date</b>
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