



INTIMATE CARE POLICY

Introduction

Abbot's Lea School is aware that some students may require assistance from members of staff for personal care, including toilet training, toileting, either due to the age and developmental level of the student, or as a result of disability or medical need.

The main aim of the school is to ensure that our students are safe, secure and protected from harm and supported with dignity and privacy.

Guidance used

Bladder and Bowel UK Charity:

www.bbuk.org.uk

<https://www.bbuk.org.uk/professionals-resources/>

(this is the sample policy also used by DfE in its guidance on supporting students with medical needs:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>)

Consultation

Agreed at LCC JCC (December 2023) that each school should develop its own localised policy, with the above (or subsequent) publications as guidance.

Discussion included agreement that there is no requirement for more than 1:1 support as a general rule, although some exceptions will be necessary based on a student's personalised risk assessment.

This policy is shared with all staff and will be reviewed periodically as part of ongoing reflective practice.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all students who need support with personal care, including toileting and continence management.

It will also clarify for students and their families the support they can expect from school.

Principles

Abbot's Lea School respects our students and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our students are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

School responsibilities

We will work with families and carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where students are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met.

The student will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family.

Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the student's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks.

Staff required to provide intimate care, will receive guidance necessary by their class teams, or other staff, including, where necessary, external health professionals.

Only those staff named on the individual care plan will be involved in providing support with intimate care to a student. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances.

Supply staff will not undertake these duties, unless in exceptional circumstances (such as long term supply cover, with a staff being named on the Care Plan and trained in school's safeguarding procedures, introduced to the student in question and to their family and trained in the Care Plan).

If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported as soon as possible after the event to Senior Leadership Team and the Assistant Headteacher for the student's department. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care. It would then be reported to the family/carers by the Assistant Headteacher.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the student's behaviour or appearance will be documented and reported to the Assistant Headteacher, or if of safeguarding nature, to the Safeguarding Team, in line with the Child Protection policy and safeguarding protocols.

Staff will communicate carefully with students, using their usual communication method, to discuss their needs and preferences. Wherever possible the student's wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the student and their family as far as possible when undertaking personal care.

School will work with the student to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the student's wellbeing.

Governors responsibilities

- To ensure that sufficient staff are trained to meet the needs of their students.
- The governing body will ensure that this policy is monitored and reviewed at least every three years.

Family's responsibilities

- Families must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Families must ensure that they work towards their child achieving the maximum possible level of independence at home.
- Families should work with school to develop and agree a care plan.
- Families must make sure that school always has required equipment available for their child's intimate care or toileting needs.
- Families are required to provide all consumable materials necessary for provision of intimate care to their children at school. This includes nappies, pads, wipes, as well as provision of spare underwear and uniform items, as needed.
- Families must ensure that school always has their emergency contact details.
- Any concerns or complaints related to the school staff providing intimate care must be directed to the school's Headteacher – Mrs Hildrey, headteacher@abbotsleaschool.co.uk

Student responsibilities

- To be as involved as possible in their intimate care and with their care plan.
- To let school staff know when they are aware that they need assistance.
- To let their families or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time. Concerns or complaints must be directed to the school's Headteacher – Mrs Hildrey headteacher@abbotsleaschool.co.uk