



Intimate Care Policy

Author - RSC

Agreed by Staff –
Agreed by Governors –
To be reviewed by – March 2022

Introduction

Hautlieu 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. We recognise that there is a need to treat all students with respect and dignity when intimate care is given. No student should be attended to in a way that causes distress, embarrassment or pain.

The management of all students with intimate care needs will be carefully planned. Students' dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to students have a high awareness of safeguarding issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of these procedures only the designated keyworker staff suitably trained and assessed as competent should undertake the procedure (providing intimate care is not a responsibility of general teaching staff). In an emergency, it is the responsibility of the SENDCo to arrange support for a student's intimate care needs to be met.

Our Approach to Best Practice

Staff who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist students who need special arrangements following assessment from the appropriate agencies and in liaison with the student and parents/carers.

It is essential that the adult who is going to work with the student informs another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. However, in order to completely secure against any risk of allegation, a second member of staff may be present where resources allow or deemed necessary. Each student's right to privacy will be respected. Careful consideration will be given to each individual situation to determine how many carers will need to be present when the student is toileted.

Staff will be supported to adapt their practice in relation to the needs of individual students taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the students in their care as an extra safeguard to both staff and students involved.

The student will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each student to do as much for him/herself as they are able.

Individual intimate care plans will be drawn up for students as appropriate to suit the circumstances of the student.

Wherever possible the students should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence. Where this is the case appropriate safeguarding measures will be discussed with the Assistant Headteacher (RSC), student and their parents.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the student's personal care plan. The needs and wishes of students and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with intimate care agreements concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor and headteacher to identify the areas of concern and how all present can address them. If these concerns continue there should be discussions with the school's Designated Safeguarding Lead about the appropriate action to take to safeguard the welfare of the student.

If any member of staff has concerns about physical changes to a student's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for safeguarding who is Mrs Ell Mason, Designated Safeguarding Lead, in her absence Miss Claire Jackson, Deputy Headteacher or Miss Ros Cleave Assistant headteacher.

If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff working with students who require intimate care will be required to confirm that they have read the 'Intimate Care Policy and Guidance' document.

If any staff have questions or concerns regarding the application of the intimate care policy, then in the first instance they should raise their concerns with the Assistant Headteacher (RSC) or in cases of concerns regarding safeguarding to the Designated Safeguarding Lead.

Links to UN Convention on the Rights of the Child:

- Article 3: The best interest of the child must be a top priority in all things that affect children.
- Article 12: Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Appendix 1: Toilet Management Plan

Student's Name: **Year Group:**

Name of Support Staff Involved:

Date of Record: **Review Date:**

Area of Need	
Equipment required/by whom	
Location of suitable toilet facilities	
Support required	Frequency of support

Signed:
Parents/Carers

Signed:
Member of Staff

Signed:
Student

Appendix 2: Risk Assessment

Student's Name: **Name** **of** **School:**

Date of Risk Assessment:

	Yes	Notes
1. Does weight/size/shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain/discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury/ pregnancy)		
10. Are there any risks concerning individual capability (pupil)? <ul style="list-style-type: none"> • General fragility • Fragile bones • Head control • Epilepsy • Other 		
11. Are there any environmental risks? <ul style="list-style-type: none"> • Heat/cold 		

If Yes to any of the above complete a detailed personal care plan.

Date:

Signed:

Name: