

Intimate Care Policy

1. Rationale:

Reach British School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. In meeting a child's intimate care needs it must be recognized that staff will always undertake their duties in a professional manner. It is acknowledged that these adults are in a position of great trust. Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

The following are the fundamental principles upon which the school practice is based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be consulted in their intimate care to the best of their abilities.
- Every child has the right to express their views on their intimate care and views to consider.
- Every child has the right to have levels of intimate care that are as consistent as possible.

2. Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of pupils involved in intimate self-care.

3. Aims

- Ensure that all intimate care needs for pupils are carried out in line with the agreed plans.
- Ensure staff are aware of agreed practices and processes and can implement them
- Ensure intimate care plans involve the pupil, family, and agencies where possible.

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4. Agreed Practice

All Pupils who require regular assistance with intimate care have written intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible /appropriate. Any historical concerns (such as past abuse) should be considered. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also consider procedures for educational visits/day trips.

Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible. Staff who provide intimate care are trained in personal care (eg health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Whilst safer working practice is important, such as in relation to staff caring for a pupil of the same gender, there is research which suggests there may be missed opportunities for children and young people due to over anxiety about risk factors; ideally, every pupil should have a choice

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regarding the member of staff. There might also be occasions when the member of staff has good reason not to work alone with a pupil. It is important that the process is transparent so that all issues stated above can be respected; this can best be achieved through a meeting with all parties, as described above, to agree what actions will be taken, where and by whom.

Adults who assist pupils with intimate care should be employees of the school (Nurses, Teachers or Teaching Assistants), not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

5. Care Plans

Care plans should include specific information for those supporting children with bespoke medical needs. Policies which directly relate to the Intimate Care Procedures are:

- 'Safeguarding Policy including Child Protection' procedures
- 'Staff Code of Conduct' and 'Guidance on Safer Working Practice'
- 'Whistleblowing' policies
- Health and Safety Policy and Procedures
- Special Educational Needs Policy

6. Procedures

Plans are in place for all pupils who are identified as needing intimate care and are updated annually in September by class teachers and updated during the year if additional changes are required (Appendix 1)

Senior Leadership to review intimate care plans termly. Senior Leadership Team Meetings to ensure that staff are aware of agreed practice and the planning process involved and can implement them.

All staff have access to all school documents and related policies and procedures. Senior Leaders to ensure all staff through training are fully aware of the school procedures. All staff have been given training to implement a child's intimate care plan to ensure that where possible all intimate

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care plans are written involving the pupil, family and agencies involved.

Plans are shared and those involved sign to acknowledge agreement with the plan. Senior Leaders to review plans with regards to who has been involved in its creation.

7. Responsibilities of class teachers and Teaching Assistants

- Help the student in the toilet as soon as they ask for help.
- Avoid all unnecessary delays.
- Support and educate students to make use of an 'emergency agreed signal', stop what you are doing using your discretion and help.
- Treat the student with respect and always ensure privacy and dignity.
- Ask permission before touching the student in sensitive areas while supporting.
- Check that the student is as comfortable as possible, both physically and emotionally.
- Work with a colleague to support the student and ensure that you talk in a way that does not embarrass the student – one observer and one supporter (especially when a student soiled themselves and needs to be washed and dressed).

The teacher and teaching assistant should work together to explain and educate students to do the following:

- Let me know a few minutes in advance, that I need to go to the toilet, so that I can come and help you if needed.
- Established routines are followed to use the toilet at break time or at the agreed times.
- To use the agreed emergency signal for real emergencies.
- Tell me if you want me to stay in the room or stay with me in the toilet.
- I will work with you to practice the things I need to do to become more independent in using the toilet.

Approval and Review.

Reviewed by: Andrew Du Lieu / Date: 24.09.24

Confirmed by: Principal / Date: 24.09.24

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Appendix 1:

Intimate Care Plan

Child's Name: _____

Date of Birth: _____

Name of Support Staff Involved: _____

Area of Need:

Equipment Required:

Location of Suitable Facilities:

Frequency of Support:

Other details:

Working towards Independence
The child will try to:

Staff assisting will support by:

Review date: _____

Agreed and signed:

Parents/Carer: _____ Date: _____

Staff involved _____ Date: _____
