



**PensMeadowSchool**

*Living, Growing, Learning*

## Intimate Care Policy

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MAY 2021

NEXT REVIEW DATE: MAY 2022

Staff Responsible: Michal Pawlowicz

## Disclaimer

Pens Meadow School makes every effort to ensure that the information in this document is accurate and up-to-date. If errors are brought to our attention, we will correct them as soon as practicable.

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*This policy should be read in conjunction with Pens Meadow staff code of conduct which is underpinned by 'Guidance for safer working practice for those working with children and young people in education settings' (September 2019). Updated in April 2020 to account for online learning during the Coronavirus outbreak in the UK.*

## Introduction

Pens Meadow School is committed to ensuring that the health, safety, independence and welfare of pupils is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care are open and transparent.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure (e.g. the administration of buccal midazolam.)

## Our approach to best practice

All staff receive training in order to best support pupils' when carrying out intimate care routines and have a professional duty to comply with school policies and procedures that include:

- Safeguarding
- Health and Safety including health care plans and risk assessments
- Moving and Handling
- Confidentiality

The issue of intimate care is a sensitive one. All staff ensure that they are respectful of the pupils needs. The pupil's dignity is always preserved with a high level of privacy, choice and control, especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care

Pupils are supported to achieve the highest level of autonomy that is possible given their age and abilities and are encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable.

When assistance is required, this is normally undertaken by one member of staff, however, we try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures do not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this. The gender of staff and pupils will be taken into consideration in conjunction with their age. Where possible, staff and pupils' will be of the same gender.

Pupils' physical or learning difficulties are considered when formulating the individual pupil's intimate care plan. The views of parents, carers and where appropriate, the pupil, are actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Equipment is provided to assist with pupils' who need special arrangements following assessment from physiotherapy or occupational therapy. Manual handling risk assessments for hoisting pupils are undertaken for each individual as appropriate.

Staff are 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.

As far as possible other pupils are not present with a pupil when intimate care is being carried out. Staff are responsive to a pupil's reactions, and are aware of and acknowledge signs of their apprehensions, discomfort or disapproval.

It is important that staff are as consistent as possible in the manner in which they provide intimate care. Staff should always allow adequate time to provide intimate care in line with individual intimate care plans (Appendix 1).

Matters concerning intimate care are communicated with parents in a sensitive and respectful manner. Where issues need to be discussed this is done by personal contact or a telephone call.

### **The Protection of Children**

At Pens Meadow we follow the procedures set out by the Dudley Safeguarding People Partnership Board. All staff receive ongoing safeguarding training.

All intimate care routines should be carried out by a paid member of staff. This includes supply staff. These staff can be identified by their green lanyard. We do not permit students or volunteers to carry out such routines.

The emotional responses of any pupils' to intimate care should be carefully observed and where necessary any concerns should be referred to the Designated Safeguarding Lead. At Pens Meadow this is Michal Pawlowicz, Deputy Head Teacher. These must also be recorded on CPOMS as soon as practicable.

If a member of staff has any concerns regarding physical changes in a pupil's presentation, e.g. marks, bruises, soreness, they must immediately report concerns to the appropriate person as above.

## The Care Environment

Within school, staff have responsibility for effective organisation of bathroom stocks and equipment.

Staff should always wear protective gloves and white aprons during intimate care routines and disinfect changing beds and equipment after use. All bathrooms in which pupils receive intimate care should be clean, dry, warm, well ventilated and private.

## Continence Products

It is the responsibilities of parents / carers to provide suitable continence products for use by their child whilst at school. School does not have supplies of continence products. When further products are required, parents will be informed. If a child is sent to school without continence products we will be unable to keep them at school and parents/ carers will be requested to collect them. If you require assistance with accessing suitable continence products, please contact school as the nurse will be able to support with this.

## Communicating with pupils

It is important to communicate at all times when pupils' have the potential to feel vulnerable. Staff should communicate with and give reassurance where appropriate, but equally they should observe and listen. This will ensure the pupil is comfortable with the person, place and provision of intimate care.

Photographs, symbols and words are used throughout the school as part of our total communication policy.

Pupils' will be aware of staff attitudes through their actions. They must not be made to feel that they are in any way being a nuisance, or that providing intimate care is a major effort.

Staff should inform a pupil before handling their personal effects including their clothes and should make no comment to the pupil regarding soiled clothing but should remove it for washing.

As in all situations, it is important that staff do not talk about the pupil or unrelated personal matters over them.

## Confidentiality

Confidentiality of a pupil's care needs must be observed at all times. Sensitive information should only be shared with those who need to know.

## Monitoring

The monitoring of this policy and its application, to be reviewed annually will be undertaken by:

Head/Deputy head teacher and Governors

All staff in their daily practice

## Appendix 1



### INTIMATE CARE MANAGEMENT PLAN

<b>Pupil Name</b>	<b>DOB</b>
<b>Support Staff</b>	<b>Refer to Moving and Handling Plan</b>
<b>I need help with...</b>	
<b>You will need the following equipment...</b>	
<b>The most suitable toilets for me are...</b>	
<b>You can help me by...</b>	<b>Frequency of Support</b>

<b>I can be more independent by...</b>
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**Parent/Carer**

**Child (if appropriate)**

**HT/DHT**

**Date**

**Review Date**



**Date of Policy Approval:** June 2020

**Date of Policy review:** **19<sup>th</sup> May 2021**

**Policy approved:** \_\_\_\_\_

**Chairperson of the Premises, Health & Safety Committee**