



**Longcause Community
Special School**

INTIMATE CARE POLICY

Signature of Head:	Anne Hutchinson
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Reviewed by:	Faye James
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Rationale

Intimate Care is the care given to pupils in order to meet their personal hygiene needs, which is carried out with sensitivity and discretion, preserving the pupil's dignity at all times. Parents and pupils are consulted regarding the normal routines that are followed. Pupils at Longcause require different levels of care according to their needs.

Aims

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all pupils that complies with their wishes.
- To ensure all adults providing intimate care are aware of pupil's individual needs and routines.
- To ensure all adults providing intimate care are protected by the knowledge that the parents and or pupils views have been sought.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.
- To provide the appropriate guidance / information / training for staff regarding the manual handling of pupils when intimate care is needed.

Guidelines

- A pupil's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, sensitivity and in an unhurried manner, appropriate to individual needs.
- An appropriately trained or knowledgeable carer should deliver the intimate care required.
- The carer should select an appropriate environment to deliver intimate care/meet the pupil's toileting needs.
- Wherever possible pupils should be encouraged to perform their own intimate care, including toileting skills and given the necessary support and encouragement to enable them to do this.
- Staff should use Personal Protective Equipment e.g. gloves and aprons, to protect themselves for all personal care activities and any materials used should be disposed of in the waste bins.
- The care to be delivered should be explained to the pupil in a manner appropriate to their age and level of understanding
- The carer should respond as soon as possible to meet the pupil's needs with regard to personal hygiene.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care, and appropriate materials should be available and stored correctly in the bathroom areas.
- The carer should document any adverse or unusual reactions exhibited by the child/adolescent during any intimate care procedures. Should the carer have cause for concern regarding safeguarding/child protection issues, child protection procedures must be followed and inform the Safeguarding Team immediately.

- When recruiting new staff all relevant safeguarding checks are made. All new staff receive a copy of their job role profile, as part of their contract, highlighting that intimate care tasks are included within the role.
- Staff should act in accordance with existing Safeguarding & Child Protection Policy and Code of Conduct Policy at all times. These are available for all staff and volunteers and form part of inductions and regular Child Protection training.
- When a new member of staff is appointed, they are familiar with and understand the child's intimate care plan and get to know the child or young person well beforehand and become familiar with his/her temperaments and methods of communication.
- Intimate care is provided on a 1:1 basis; staff will follow school procedures if they require more support or feel a situation is becoming unsafe. Within a pupil's Care Plan it will state that intimate care is provided on a 1:1 basis with parents signing to acknowledge this.
- All staff understand that cameras (including mobile phones) are not taken into areas where intimate care is carried out.
- All intimate care must be carried out with due regard to the Manual Handling risk assessment and plan and in such a way that the carers remain safe.
- When staff are taking children offsite for educational activities they are responsible for ensuring adequate provision is made should intimate care be required for an individual child. This will be considered in the Risk Assessment completed for offsite activities.
- To ensure the dignity of a child when Intimate care is required, a sign will be displayed on the door to indicate facilities are being used to prevent other users entering when intimate care is being carried out.
- Applying sun cream is also intimate care and therefore the dignity of the child must always be maintained. Where possible children will be encouraged to apply themselves, staff may assist where a child cannot apply or to an area a child cannot reach.

Toilet training

- We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it.
- Families of children still in nappies work together with staff to formulate a plan. Toilet training is dealt with on an individual basis, considering the child's method and level of communication which may include words, signs, symbols, AAC, body and eye movements.
- We will work alongside other professionals, for example School Nurse, Incontinence Team who may be providing support to the family and school around toileting.

Menstruation

- Students should be encouraged to change pads frequently and to dispose of them properly in the clinical waste bins.
- Staff should recognise the signs of pain or discomfort. They should reassure the student and inform a member of the Family Team, who can, with consent from parents/carers, administer pain relief if necessary.
- If pupils ask questions about why they are menstruating, staff should answer honestly, taking into account the level of understanding and subsequently inform teachers of their need to discuss the subject.

Toileting & Intimate Care Plans

- Every plan supporting intimate care & toileting must demonstrate how the child/young person can be enabled to develop their independence as far as is reasonable practical for the child.
- Care plans will be agreed with parent(s), guardians or carers and pupils where possible. Each intimate care plan will also consider strategies that support and encourage children and young people towards independent intimate care/toileting where possible.
- Staff would agree with the child/young person and their family the appropriate terminology to be used for private parts and bodily functions. Best practice in personal safety work would be to use the correct anatomical names for intimate body parts.
- Staff would have knowledge and understanding of any religious and cultural sensitivity related to aspects of intimate care and take these fully into account. Any religious or social requirements would be clearly noted in the child's/young person's intimate care plan.
- Regular communication and exchanging information with parent(s), guardians or carers is essential. Systems would be established ensuring that confidential information can be shared securely. Care plans to be reviewed regularly, reflecting any changes in pupil's requirements of intimate care. This will involve working alongside parents/carers and where required other professionals.

The Intimate Care policy will be reviewed as further guidance and changes to Risk assessments happen.

To be read in conjunction with:

- Safeguarding & Child Protection Policy
- Positive Touch
- Supporting Pupils at School with Medical Conditions