

Intimate Care Policy

Document Control and Version Control

Document Control	
POLICY TITLE:	Intimate Care Policy
POLICY AUTHOR:	E Tilley and L Faux
VERSION NUMBER:	2.0
DATE APPROVED:	30/04/2024
DATE EFFECTIVE:	30/04/2024
DATE DUE FOR REVIEW:	May 2025
POLICY STATUS:	Statutory Policy
POLICY TYPE:	School Specific
REQUIRED TO PUBLISH:	No
POLICY LEAD:	E. Tilly
APPROVAL LEVEL:	Executive Team

VERSION CONTROL			
VERSION	AUTHOR	DATE	CHANGES
1.0	E. Tilly	April 2024	New Policy

Contents

1. Our Mission, Vision and Values.....	3
2. Introduction	3
3. Our approach to best practice.....	3
4. The Protection of Children	4
5. The Care Environment	4
6. Continence Products	4
7. Communicating with pupils.....	4
8. Confidentiality.....	4

I. Our Mission, Vision and Values



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

2. Introduction

Rufford Primary school and Nursery 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.)

3. 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 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.

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.

Matters concerning intimate care are communicated with parents via *tapestry*. If any issues arise, these will be discussed by personal contact or a telephone call.

4. The Protection of Children

At Rufford, all staff receive ongoing safeguarding training.

All intimate care routines should be carried out by a paid member of staff. 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 or DDSL. 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.

5. 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.

6. 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.

7. 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 approach.

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.

8. 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.