



## **Intimate and Personal Care Policy**

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## **Ickburgh School**

### **Intimate and Personal Care Policy**

#### **Introduction**

This policy should be read in conjunction with the school's safeguarding policy. The statutory framework for safeguarding the wellbeing of all pupils and students is laid out in the safeguarding policy and forms the underpinning principles of ensuring the health and wellbeing of our pupils.

#### **Definition**

*Intimate Care:* The provision of care of an intimate nature to a pupil or student which may involve bodily functions, bodily products, removal of underclothing, cleaning or washing of intimate personal areas of the body, being present when they are using a toilet, or administering medication such as rectal diazepam

*Personal Care:* The provision of care of an personal nature to a pupil or student which may involve touching, dressing and undressing (clothing), hair care, feeding, washing of body parts such as hands, feet and face, or prompting to use a toilet.

#### **Context**

Whilst it is common for young pupils in any setting to need adult assistance as they learn independence skills we recognise for our cohort, many pupils and students may never master the complex skills needed to remain clean, healthy, tidy and comfortable. As a school we have a duty to ensure that a pupil's dignity is respected at all times and that they are cared for appropriately. Staff will be mindful of the pupil's wellbeing and right to privacy throughout. Wherever possible pupils will be taught the small steps needed to enable them to become less reliant on adult support and achieve the highest possible level of autonomy. All staff at Ickburgh School will be expected to provide personal care or intimate care when necessary in line with this policy.

#### **What we do**

All staff and volunteers at Ickburgh School will be subject to an enhanced DBS check before starting to work with the pupils.

On entry to the school a pupil's personal and intimate care needs will be discussed with the parents or carers to enable school staff to understand the needs and abilities of the individual. Advice may also be sought from physiotherapy and occupational therapy colleagues in order to provide the necessary equipment or assistance to an individual.

Pupils who need assistance with using the toilet whether the assistance is in the form of a reminder to visit the bathroom, supervision to ensure they are clean and comfortable or complete dependence on adult support will receive the level of assistance needed on a regular basis. The timing and regularity of this will be an individual matter according to their needs.

Suitable equipment and facilities will be provided to ensure safe practice.

A teaching programme may be established to give the individual pupil the opportunity to master more self-care skills.



Those pupils who may need emergency medication administered rectally will receive this assistance by trained members of staff only. A care plan written by the school nursing service will be regularly updated and staff will be aware of the need for emergency treatment. When on the school site the school nurse may administer the medication herself or oversee its administration by staff. When off site a trained member of staff will be identified on the risk assessment and if required they will complete the procedure as discretely as possible given the circumstances. The individual's right to privacy will be respected although the emergency nature of the situation will also be taken into account.

### **Why we do it**

- Every individual has the right to be clean and comfortable.
- Every individual has the right to receive appropriate treatment for medical conditions
- The dignity and privacy of the individual will be respected and maintained as far as possible.

### **How we do it**

When in a bathroom with an individual, their dignity and privacy will be of paramount consideration. Pupils and students must not share facilities.

The religious views, beliefs and cultural values of pupils and their families will be taken into account.

In the secondary and sixth form departments female pupils and students who need assistance will always receive care from female staff only. Male pupils and students may receive assistance from a member of staff of either sex although wherever possible one of the attending staff will be male. In the primary department female pupils

Consideration will be given to the individual's needs in order to determine the number of adults needing to be present for intimate care. For individuals who need manual handling in order to change a position they should always be attended to by at least 2 members of staff in order to follow safe manual handling techniques.

Some individuals will be autonomous to the level that they only require the assistance of one adult. This could be seen as a safeguarding risk to both the individual and the staff member. To mitigate against this the following safeguards will be followed

- The individual will receive assistance from different staff (i.e. not always the same member of staff)
- Other classroom staff will be informed that intimate or personal care is taking place and will be aware of the absence from the classroom of the pupil and accompanying staff member.
- Any staff noticing any untoward pattern of behaviour by another member of staff MUST discuss it with the designated safeguarding lead.

In agency staff will not be expected to undertake intimate care of a pupil on their own, unless they have been working at the school for more than 3 months and know the pupil well. The senior leader with responsibility for staffing will make the decision that they have sufficient understanding of the school's procedures to undertake intimate care tasks on a one to one basis. The class teacher's opinion will also be considered at this juncture. This will usually be the point when they are added to the class lists as a member of a class team. However all agency staff will be required to attend to intimate and personal care alongside a member of permanent staff as the need arises.



## Outcomes

At Ickburgh School we are committed to providing quality support in order to

- Maximise every learners potential to enable them to live as fulfilled a life a possible in the community.
- Build life skills towards independence.