Intimate Personal Care Policy

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Committee approved by	Foxford Local Governing Body
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Date	Notes

Foxford is a mainstream school for secondary age students. We are an inclusive environment and aim to ensure everyone feels safe and happy irrespective of gender, disability, ethnicity and social, cultural or religious background. We aim to provide a safe place where curiosity is nurtured, learning is celebrated and expectations are high, enabling our students to become active members of their wider community beyond the school day. Through our policies and practice we aim to help all Foxford students uphold the schools' core values of PRIDE. This policy ensures our students intimate care needs are met maintaining their dignity, respect and maximum independence.

Introduction

Intimate care is any procedure or activity which involves washing, touching or carrying out an invasive procedure beneath a student's clothing and/ or to intimate personal areas, such as changing an individual's incontinence pad. 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. Foxford is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all students with respect when intimate care is given. No student should be attended to in a way that causes emotional or physical discomfort, distress or pain.

Our approach to best practice

The management of all students with intimate care needs will be carefully planned. The student who requires intimate care is treated with respect at all times; the student's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so, including appropriate health and safety and moving and handling training and are fully aware of best practice.

Apparatus will be provided to assist with students who need special arrangements, following Medical Conditions at School policy 2 assessment, from physiotherapist/ occupational therapist as required, and where it has been provided it will be used by staff.

School has 3 accessible toilets all located on the ground floor. There is a lift in the 2-storey building. Staff will ensure they use the appropriate facilities in school for students who require adaptations.

Where possible it is preferable for staff who are involved in the intimate care of students and young people not to deliver sex education, but this may be unavoidable.

Staff will communicate appropriately with students before beginning any procedure. The student will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Wherever possible staff will encourage each student to do as much for him/herself as they can. This may mean, for example, giving the student responsibility for washing themselves.

Individual intimate care plans will be drawn up for particular students as appropriate to suit the circumstances of the student. Each student's right to privacy will be respected. Wherever possible students will have their intimate care needs met by one person in the room, but careful consideration will be given to each student's situation to determine how many carers might need to be present. The reasons for requiring additional staff should be clearly documented.

Wherever possible the same student will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the student who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships and dependency are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Staff will be supported to adapt their practice in relation to the needs of individual students, taking into account developmental changes such as the onset of puberty and menstruation. Intimate care arrangements will be discussed with parents/carers on a regular basis and changes will be recorded on the student's personal care cards. The needs and wishes of students and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Changing clothes

Where it is required to change a student's clothes, if they are soiled, the same procedures will be followed, although additional adults may be required to ensure the student's physical needs are met and/ or they can be cleaned effectively.

The Protection of Students

All students will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a student's presentation, eg marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for safeguarding. If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the student's needs remain paramount. Further advice will be taken from outside agencies if necessary. If a student makes an allegation against a member of staff, all necessary safeguarding procedures will be followed.

The Protection of Staff

Appropriate staff will ensure they have read an individual's personal care plan which can be found on their provision map and CPOMs. Training for personal care, moving and handling, administering medications, and specialist medical procedures will be provided where required. Staff will never be asked to undertake a task which they have not been trained for, or, for which they do not feel adequately prepared or comfortable. It is the individual member of staff's responsibility to state if they are not suitably trained or confident to complete a requested procedure. It is not acceptable to refuse to carry out personal care on the grounds of gender. In individual circumstances a student may need to be supported by specific named staff due to personal interactions or the risk of allegations/ inappropriate approaches. In these situations, a risk assessment will be prepared by the class teacher with the support of the safeguarding lead and circulated to all staff concerned.

Staff will never take a student to the toilet or changing area without informing another adult where they are. They will take a walkie-talkie with them to call for support from on-call if required. If staff see anything which raises concerns while they are carrying out personal care procedures, they will call for support, if necessary, using the emergency call cord.

All safeguarding concerns will be recorded/ reported in line with the school safeguarding policy. School will provide PPE (personal protective equipment) such as gloves and aprons. Staff will wear these for all personal care procedures and will change them for each child or intervention.

Health and Safety

Soiled continence wear should be sealed in bags and placed in the appropriate bin in the toilet area along with all PPE. No waste from intimate or personal care or medical procedures should be put into a general waste bin. Adults should ensure they wash their hands before and after carrying out any procedure and that equipment is washed and stored appropriately, according to any specialist training.

Further Guidance

- Working Together To Safeguard Students', Inter-Agency Student Protection Procedures.
- Circular 10/95, Protecting Students from Abuse; The Role of the Education Service.