

# WARMLEY PARK SCHOOL

## INTIMATE CARE POLICY



This policy must be read alongside the Warmley Park School Safeguarding Policy.

### **Definition of Intimate Care**

Intimate Care is defined as care tasks of an intimate nature associated with bodily functions, body products, medication, medical intervention and personal hygiene which require direct or indirect contact with, or exposure to the body of a pupil.

### **Principles**

All pupils have the right to be safe and treated with dignity and respect at all times.

Careful consideration is given to the needs of each pupil to determine how many staff need to be present when supporting a pupil with intimate care. Wherever possible this should be one member of staff unless otherwise specified on the care plan, for example, for reasons of safe handling.

### **Intimate care routines**

Staff are expected to inform pupils of the process and talk them through what is happening, encouraging them to be as independent as possible, and to do as many aspects of the care as is appropriate for themselves.

Staff should not have any form of device including a mobile phone when attending to the intimate care needs of a pupil.

Staff should ensure that they feel confident to carry out an intimate care routine before they start. This includes:

- Training on safe handling of children.
- Understanding of items used for hygiene purposes - gloves, aprons, pads or nappies, wipes, anti-bacterial spray for wiping down a bed afterwards.
- Understanding of the communication strategy used by the pupil - each part of the process should be talked through with the pupil.
- Understanding of any behaviour that could present during the routine.
- Training for specific procedures including catheterisation and administration of rectal medication will be identified and should not be carried out unless staff are signed off as competent.
- Awareness of safe disposal of soiled items.

If any member of staff does not feel confident about any aspect of intimate care they need to discuss this with their line manager.

Staff should always inform others in their class team before they take a pupil to a bathroom, toilet, or changing room for an intimate care routine.

Students and volunteers should never be involved in intimate care.

Supply staff will have undergone safeguarding checks to be working at Warmley Park School. They should only be involved in intimate care routines where they are supporting the process, such as for safe handling, or the Head Teacher has agreed their involvement in the case of long term supply staff.

There is no legislation that states that male and female staff should not be involved in the intimate care of pupils of either gender. However we recognise that there are sensitivities involved. Parents or pupils may request a same sex member of staff to support their intimate care needs.

Intimate care routines including dressing and undressing, toileting, and washing should be covered as part of the PSHE curriculum so that pupils develop their understanding of how to keep themselves safe and develop their independence.

Having accidents with continence is a developmental stage to achieving independence. Pupils must be reassured that it is not their fault to avoid embarrassment.

Whilst pupils should not be rushed during intimate care routines, staff should not take unnecessary time to carry out the routine.

Pupils should never be left alone on a changing bed so all the relevant equipment needs to be collected before the pupil is moved onto the bed.

Pupils should have their own personal hygiene items labelled and stored safely in their locker or in a bathroom.

When attending to intimate care routines outside of school, that is, in the community, a risk assessment will be carried out to ensure that the process can be completed safely, whilst maintaining dignity and respect.

## **Safeguarding**

If concerns arise during an intimate care routine, the Designated Safeguarding Lead must be informed. This could include concerns about the pupil's physical wellbeing, response to the routine, behaviour or arousal.

If staff have any concerns about the actions of other staff they have a responsibility to report it to a Designated Safeguarding Lead immediately.

If a pupil makes an allegation this must be reported to a Designated Safeguarding Lead immediately.

## **Safeguarding Process**

**If you have concerns or a child or young person makes a disclosure, do not delay in reporting it immediately to a Designated Safeguarding Lead - Lynne Watkins, Ellie Goodson or Lisa Parker. It is the responsibility of only the Police or Social Care to investigate. The most appropriate course of action will be taken by the Designated Safeguarding Lead which may involve reporting it to Social Care, and the Police, and seeking medical advice and treatment.**

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