

Haydock High School



Intimate Care Policy

Policy Review Guidance	
Statutory	No
Review Cycle	Every 3 years
Reviewer	Headteacher
Member of Staff Responsible	SENCO
Last reviewed	June 2017
Next Review Date	June 2020

Intimate Care Policy

Haydock High School recognises its duties and responsibilities in relation to the Equalities Act 2010 and is committed to ensuring that all students, whatever their age, gender, disability, religion, ethnicity or sexual orientation are treated with respect and dignity when intimate care is given.

The student's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every student is treated as an individual and that care is given gently and sensitively: no student should be attended to in a way that causes distress or pain.

What is intimate Care?

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a student 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.

Our Approach to Best Practice

The management of any student with any intimate care needs will be carefully planned. A student who requires intimate care will be treated with respect at all times: the student's welfare and dignity is of paramount importance.

The student will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each student to do as much as possible for him/her as he/she can.

Wherever possible the same student will be cared for by one adult, unless there is a sound reason for having more adults present. If more than one person is needed the reasons will be detailed on the student's intimate care plan. (*See appendix 1*)

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence.

A student who requires regular assistance with intimate care should have this written into their Pen Portrait, Education Health Care Plans and Intimate Care Plans and agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.

Ideally the plan should be agreed at a meeting at which all key staff and the student should also be present wherever possible/appropriate. Any historical concerns (such as past abuse or neglect) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time where there is a change of circumstance, e.g. for residential trips or staff change. The plan should also take into account procedures for educational visits/day trips.

Special Needs

Students with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regards to individual teaching and care plans for each student. As with all arrangements for intimate care needs, agreements between the student, those with parental responsibility and the School should be easily understood and recorded.

Please consult Haydock High School's SEN Policy for more detailed information and guidance.

The Protection of Children

If a member staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. this will be immediately reported to the designated Safeguarding Officer

If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and the outcomes recorded. Parents/Carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution

Extra caution may be required where a student has suffered previous abuse or neglect. In the student's view, contact might be associated with such experiences and may lead to allegations of abuse. Additionally, such students may be extremely needy and seek out inappropriate physical contacts. In such circumstances staff should deter the student without causing them a negative experience. Ensuring that a witness is present will help to protect staff from such allegations.

If a student makes an allegation against a member of staff, all necessary procedures will be followed.

Emergency Care

Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school.

Parents/Carer would then be contacted immediately and an intimate care log (appendix 2) should be complete. The views of all relevant parties should be sought and considered to inform future arrangements. If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Safeguarding Officer.

Children in Distress

There may be occasions when a distressed student needs comfort and reassurance that may include physical touch such as a caring parent/carer would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. Particular care must be taken in instances which involve the same student over a period of time.

First aid & Intimate Care

Designated First Aid Officers should ensure wherever possible that another student or an adult is present when they are administering first aid. Exceptions to this include when a specific care plan states the opposite or to administer first aid with someone present would cause the student embarrassment.

Please Consult Haydock High School Medical policy for further guidance.

Showers/Toileting/Changing Clothes

Students are entitled to respect and privacy when changing clothes, going to the toilet or taking a shower. However there must be a required level of supervision to safeguard young people with regards to health and safety considerations and to ensure that bullying or teasing does not occur.

This means that adults should announce their intention of entering changing rooms and be unobtrusive while supervising in this area. Avoid any visually intrusive behaviour.

If a member of staff needs to help toilet a student this should be agreed with the student's Parent/Carer and documented on form appendix 1.

Each time a student needs assistance with their basic care needs this should be documented on the school's logging system (appendix 2) and Parents/ Carers should be notified.

Contact with Students off School Site

If a member of Haydock High School staff team comes into contact with students whilst off duty, they must behave as though in their own professional role and not give conflicting messages regarding their own conduct.

Haydock High Intimate Care Plan

Name: _____ D.O.B: _____

Year Group: _____ Date of Plan/Agreement : _____

Toileting/Changing Arrangements:

Risks: (if applicable)

- ❖ _____
- ❖ _____
- ❖ _____

These risks will be managed by:

- ❖ _____
- ❖ _____
- ❖ _____

Staff with responsibility for student's intimate care needs. :

Resources Needed:

Wet Wipes, Antibacterial Hand Gel, Disposable Bags, Plastic Gloves, Change of Clothes

Any products/resources specific to the student's needs: (please specify)

Parent/ Carer Agreement:

Parent/Carer's Name(s): _____ I give permission for the relevant (named Staff) to supervise and care for my child's intimate care needs.

I agree to the intimate care plan as outlined above.

I understand that I will be contacted and informed if my child has had to have support with any intimate care need.

Signed _____ **Date:** _____

Haydock High Intimate Care Report

Name: _____ D.O.B: _____

Year Group: _____ Date Intimate Care Received : _____

Does the student have an intimate care plan? YES NO

Description of Intimate Care Received :

Staff Involved :

Has safeguarding officer been informed? YES NO

Has the student's parent/carer been informed? YES NO

Signed _____ Date: _____

Are further actions required? YES NO

Please provide details