



PURPLE OAKS ACADEMY

Intimate Care Policy

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Version	2.0
Effective From	Sept 26
Review Date	Sept 27

Introduction

Intimate care is any care which involved toileting, washing, changing, menstrual care, continence support, or carrying out a medical or personal care procedure where clothing must be removed or where support is required in relation to a student's intimate personal needs. This may include toileting, menstrual care, washing and support with certain medical procedures. All staff have a duty of care to provide this support in a way that promotes the student's dignity, privacy, wellbeing and independence.

Fundamental Principles

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views considered.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Aims and Objectives

This policy aims to provide a clear framework for staff to ensure the safety and dignity of all students when using the toilet and for those who require additional support with changing, toileting and continence management. No student should be attended to in a way that causes distress or pain.

Our Approach to Best Practice

The management of all students with intimate care needs will be carefully planned. Any student with intimate care needs 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 for themselves as possible. This may mean, for example, giving the student responsibility for washing themselves.

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 staff known to the student who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Intimate Care Plans

Individual intimate care plans will be drawn up for students as appropriate to suit the circumstances of the student. This will be completed by the class teacher and agreed with by the parent/carer. Families must consent to intimate care being undertaken – teachers are responsible for gaining consent and note on CPOMS where consent has been sought.

Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many carers might need to be present when a student is toileted, this will be clearly documented on the intimate care plan.

Status and Responsibilities

This policy complies with all relevant statutory guidance, including Keeping Children Safe in Education (KCSIE) and, where applicable, the Early Years Foundation Stage (EYFS) Statutory Framework. It should be read alongside Greenwood Academies Trust safeguarding, child protection, health and safety, and supporting students with medical needs and Greenwood Academies Trust Intimate Care policies.

Within Purple Oaks Academy, the Principal has overall responsibility for the implementation, monitoring and review of this policy and may delegate the day-to-day coordination of intimate care arrangements to an appropriate senior leader.

All staff involved in delivering intimate care are responsible for:

- Following this policy and any associated intimate care plans.
- Maintaining students' dignity, privacy and wellbeing at all times.
- Following safeguarding, health and safety, and infection control procedures.
- Reporting any concerns in accordance with academy safeguarding procedures.
- Recording intimate care interventions in line with academy expectations.

Parents and carers are expected to:

Share relevant information regarding their child's intimate care needs promptly.

- Participate in the development and review of intimate care plans where required.
- Provide any agreed personal care resources and equipment necessary to support their child's needs.
- Inform the academy of any changes that may affect their child's intimate care requirements.

Accountability and Oversight

The academy will review this policy regularly to ensure it remains compliant with current legislation, statutory guidance and Greenwood Academies Trust requirements.

Within Purple Oaks Academy, the Principal has overall responsibility for the implementation, monitoring and review of this policy and for ensuring that appropriate arrangements are in place to meet the intimate care needs of students.

The Principal may delegate the day-to-day coordination and oversight of intimate care arrangements to a designated senior leader. This may include responsibility for:

- Ensuring that individual intimate care plans are in place where required.
- Arranging the regular review of intimate care plans.
- Supporting staff who provide intimate care.
- Monitoring record-keeping and documentation.
- Liaising with parents, carers and external professionals where appropriate.
- Ensuring that safeguarding concerns relating to intimate care are managed in accordance with academy procedures.

All staff involved in providing intimate care are responsible for following this policy, implementing agreed intimate care plans, maintaining appropriate records and reporting any concerns to the Designated Safeguarding Lead (DSL) or a member of the senior leadership team.

This policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance, Trust requirements or academy practice.

School Visits, Educational Visits and Off-Site Activities

Where a student requires intimate care, consideration must be given to how their needs will be met during school visits, educational visits, residential activities and any other off-site provision.

Arrangements for intimate care during off-site activities should be documented within the student's Intimate Care Plan and reviewed as part of the visit planning process.

The academy will work with parents/carers, relevant staff and, where appropriate, health professionals to ensure that suitable arrangements are in place before the visit takes place. These arrangements will take account of the student's dignity, privacy, safety, independence and medical needs.

Planning will include consideration of:

- The level of support required by the student.
- The staff members responsible for providing intimate care.
- Facilities available at the venue.
- Any equipment, medication or personal care resources required.
- Infection control and hygiene arrangements.
- Procedures for managing emergencies or unexpected changes in need.

Where necessary, a visit-specific risk assessment will be completed to ensure that intimate care can be provided safely and appropriately while maintaining the student's dignity and wellbeing.

In the event of an emergency during an off-site activity, staff will follow the procedures outlined within the student's Intimate Care Plan and any relevant risk assessments. Parents/carers will be informed of any significant incidents or changes to agreed arrangements as soon as reasonably practicable.

Recording

Checklist for Intimate Care Folder and Recording

- Individual Red files include **all** intimate care plans for all students who require them,
- Intimate Care plans need reviewing or writing at least 6 monthly and sent home/signing by parent/carers,
- Some students will need physical support or verbal prompts- they require an intimate care plan which has been shared with home but do not need daily records completing,
- Daily records are completed for those students who require changing e.g. changing of incontinence pads (using weekly recording sheet),
- Complete name, times and highlight or circle relevant toilet activity (code shown at bottom of form),
- Class teams upload record sheets to CPOMS every Friday,
- Completed record sheets are then destroyed following being recorded on CPOMS.
- Folders to be stored discreetly in classrooms.

See Appendices for templates.

Health & Safety Guidance

Staff should always wear appropriate personal protective equipment, including apron and gloves. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

Staff Training and Suitability

All members of staff providing intimate care will have undergone the appropriate pre-employment safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check, in accordance with Greenwood Academies Trust recruitment and safeguarding procedures.

Staff involved in the delivery of intimate care will receive appropriate training to ensure that they can carry out their duties safely, respectfully and in a manner that promotes the dignity and wellbeing of students.

Training may include:

Safeguarding and child protection training.

Intimate care procedures and best practice.

Infection prevention and control.

Health and safety requirements, including the use of personal protective equipment (PPE).

Manual handling training, where a student's needs require physical support or lifting and handling techniques.

Any specialist training required to meet an individual student's medical or personal care needs. Staff providing intimate care must be familiar with:

- The contents of this policy.
- Individual intimate care plans and risk assessments.
- Relevant safeguarding procedures.
- Academy health and safety arrangements.
- Procedures for recording and reporting intimate care incidents or concerns.

Staff will be encouraged to seek advice and support from senior leaders where they are unsure about any aspect of a student's intimate care needs or where circumstances differ from those outlined within an agreed intimate care plan. Any deviation from an agreed plan must be reported and recorded appropriately.

The academy will ensure that staff have access to appropriate equipment, resources and personal protective equipment to deliver intimate care safely and effectively.

Special Needs

Students with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual student. Regardless of age and ability, the views and emotional responses of students with special needs should be actively sought when drawing up or reviewing a care plan.

Physical Contact

All staff engaged in the care and education of students need to exercise caution in the use of physical contact. Staff must be aware that even well-intentioned contact might be misconstrued by the

student or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with students it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the student's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the student's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

Extra caution may be needed where a student has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse. Many such students may seek out inappropriate physical contact. In such circumstances staff should deter the student, seek witnesses and document and report the incident.

Emergency Intimate Care Arrangements

Where a student requires urgent intimate care and parental consent or an agreed intimate care plan is not already in place, the academy will make reasonable efforts to contact the parent/carer before providing support.

If immediate intimate care is required to ensure the student's comfort, dignity, health, safety or ability to access learning, and it is not possible to contact a parent/carer in sufficient time, appropriately trained staff may provide the necessary intimate care. Any care provided will be undertaken sensitively, respectfully and in accordance with safeguarding procedures.

Parents/carers will be informed as soon as possible following the provision of emergency intimate care and a record of the incident will be completed in line with academy procedures.

Where emergency intimate care is provided on more than one occasion, the academy will work with parents/carers to establish appropriate consent arrangements and, where necessary, develop an individual intimate care plan to ensure future support is managed consistently and effectively.

Any concerns arising during the provision of emergency intimate care, including safeguarding concerns, injuries or unusual observations, will be reported immediately in accordance with the academy's safeguarding and reporting procedures.

Safeguarding Concerns

The welfare and safety of students is paramount. All staff providing intimate care must remain vigilant to any safeguarding concerns and act in accordance with the academy's safeguarding and child protection procedures.

If a student is accidentally injured during the provision of intimate care, or if an incident occurs which causes distress to the student or member of staff, this must be reported immediately to the Designated or Deputy Safeguarding Lead (DSL/DDSL) or a member of the senior leadership team and recorded in accordance with academy procedures.

If a member of staff observes any physical changes in a student's appearance, including unexplained bruising, marks, soreness, redness, swelling, or any other signs which may give cause for concern, they must follow the academy's safeguarding procedures without delay and report their concerns to the DSL/DDSL. Staff must not make assumptions about the cause of any injury or mark.

Where a student makes an allegation against a member of staff, or where concerns are raised regarding the conduct of a member of staff during the provision of intimate care, the matter will be managed in accordance with the Greenwood Academies Trust Managing Allegations Policy and relevant safeguarding guidance. The member of staff responsible for providing intimate care may be changed while the matter is considered and investigated.

All safeguarding concerns arising from intimate care arrangements must be treated seriously, recorded appropriately, and managed in a timely manner to ensure the safety, dignity and wellbeing of the student.

Medical Procedures

Students who have a disability might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing or stoma/colostomy bags. These procedures will be discussed with parents/carers, documented in the health care plan and will only be carried out by staff who have been trained to do so.

It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid should be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

Complaints

Any concerns or complaints regarding this policy, or its implementation, should be brought to the attention of the Academy in accordance with the Academy's Complaints Procedure. This can be found on the Academy's website or is available from the office.

