



ANSFORD ACADEMY

LEARNING TOGETHER TO LEAD OUR LIVES

Behaviour and Inclusion Policy Suite:

Intimate Care Policy

Reviewed

March 2023

Renewal period:

Yearly

Review Date:

March 2024

This policy has been impact assessed to ensure that it is in line with our Equality Policy and the Equality Act (2010).

This policy is linked to and should be read in conjunction with the following policies:

- **Safeguarding**
- **Supporting students with medical conditions**
- **Health and Safety**

INTIMATE CARE POLICY

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Supporting students with medical conditions

Intimate Care Policy Principles

Ansford Academy 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. It is acknowledged that these adults are in a position of great trust.

Ansford Academy recognises that there is a need to treat all students with respect when intimate care is given. The student's welfare and dignity is of paramount importance. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

Definition

Intimate care can be defined as an activity which meets the personal care needs of a student. This is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. Examples include care associated with continence (such as cleaning up a pupil after he/she has soiled him/herself) and menstrual management, as well as tasks such as help with toileting, washing and dressing. It also includes supervision of students involved in intimate self-care.

Best Practice

1. All staff in the Academy must follow the procedures and advice outlined when carrying out intimate care of students
2. Ensure the staff involved are aware of the Safeguarding Policy and Procedures in place within the Academy. If a member of staff is concerned about a student's actions or comments whilst carrying out intimate care, this should be discussed with the Academy's Designated Safeguarding Lead in the first instance. If there are any concerns about any physical or emotional changes, such as marks, bruises, soreness, distress etc the staff member will inform the Designated Safeguarding Lead immediately. The Safeguarding Policy protocols will then be implemented.
3. Use the nature of the incident/care required, and knowledge of the student to make a judgement on how many adults should be involved in intimate care. In some cases it may be advisable to have two adults in attendance, particularly depending on the gender of the student. This could also be advisable in cases where the student is vulnerable or where knowledge of the student or family indicates there could be difficulties/allegations made.

4. If possible a student should be assisted/supervised in an accessible toilet to allow for privacy/supervision.
5. Students should always be encouraged to carry out intimate care as independently as possible.
6. The dignity of the student must always be considered. Allow them to make a decision on how they would like to be assisted. Ask the following if relevant:
 - Would you like some help?
 - Would you like me to help you?
 - What would you like me to help you with?
 - Would you like me to come with you and wait outside the door in case you need any help?
7. If the student requires assistance with intimate care regularly, a care plan must be in place which is agreed and signed by their parent or carer. Two or three members of staff should be identified who will carry out this care. They should ensure that this care is shared so that the student is not always assisted by the same person. The care plan will set out:
 - What care is required
 - Number of staff needed to carry out the task
 - Additional equipment required
 - Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
 - Child's level of ability i.e. what tasks they are able to do by themselves
 - acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
 - Be regularly monitored and reviewed in accordance with the child's development
8. Parents/Carers will be asked to supply the following:-
 - Spare nappies
 - Wipes, creams, nappy sacks etc
 - Spare clothes
 - Spare underwear
9. When unplanned intimate care is required, a second member of staff (e.g. class teacher or teaching assistant) should be informed of what is happening and if necessary assist.
10. A bag of equipment for use during unplanned intimate care will be kept in the designated toilet in the Learning Support Department. This will contain gloves, wipes,

bags for putting soiled clothing in and sanitary towels. If any of these items are used they must be replaced. Spare underwear and clothing will also be kept in the Learning Support Department. The supplies in this bag will be monitored and replenished as needed by the Learning Support Department.

11. If it is suspected that the student has soiled themselves and it is denied by the student, the matter should be referred to the parent/carer for advice. The parent/carer should either come into Academy to assist the student, or take them home and return them to Academy when they have been changed.
12. If a student has been assisted with intimate care which is not planned, a parent/carer must be contacted as soon as possible to inform them of what has happened and how the student was assisted.
13. If a student has been assisted with intimate care, this should be recorded and dated on the SIMS system by the member of staff carrying out the care.
14. Confidentiality should be maintained at all times between student, Academy and parent/carer.