



**Intimate Care Policy**

## **Intimate Care Policy**

All pupils at Kingsbury Academy have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the Kingsbury Academy curriculum.

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 Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012, the Disability Discrimination Act 2005 and Keeping Children Safe in Education 2016. Kingsbury Academy will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

**Intimate Care Tasks** – cover any tasks that involves the dressing and undressing, washing including intimate parts (including showering as part of personal care), helping someone use the toilet, changing nappies/pads or carrying out a procedure that requires direct or indirect contact to an intimate personal area. Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing. Assisted showering is not permitted as part of any curriculum delivery; only as part of personal care or immediately after swimming and should never be undertaken alone.

**Partnership with Parents/Carers** – Kingsbury Academy works in partnership with parents/carers to provide care that is appropriate to the needs of the

individual child and together will discuss and agree personal care needs on admission to the academy. The discussion will clarify:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal).
- 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

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes/creams if school wipes are not appropriate
- Spare clothes including underwear

**Best Practice** – When intimate care is given, the member of staff fully explains each task that is carried out, and the reason for it. Staff encourage pupils to do as much for themselves as they can, lots of praise and encouragement will be given to the pupil when they achieve successes or elements of independent self-care. For those pupils who need additional support objects of reference and symbols are also used.

Staff deliver safeguarding awareness and development of independence through our curriculum, as part of Personal, Social and Health Education, to all pupils as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Pupil's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. All pupils who require intimate care are treated respectfully at all times; the pupil's welfare and dignity is of paramount importance. All pupils have a right to be safe and to be treated with dignity and respect. Because our pupils are more vulnerable, everyone involved with their intimate/invasive care must be sensitive to their needs and to be aware that some intimate care tasks could be open to misinterpretation.

Any conversations regarding a pupil's personal care should be discreet and out of ear shot of others.

Through any personal care related transitions, the pupil should be made aware using a communication approach that is personalised to their needs; this may be signing verbal instruction and symbols or objects of reference.

**Safeguarding** – All staff are DBS checked at Kingsbury Academy. Staff are trained on the signs and symptoms of child abuse which in line with Birmingham and Coventry Safeguarding Children's Board guidelines and are clear about Kingsbury Academy safeguarding procedure to raise concerns.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) or Deputy DSL immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL or member of SLT will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSL will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a pupil makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed (Flowchart and DSL poster around the school).

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by using the designated waste bins. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled pupil clothing will be labelled and bagged to go home – staff will not rinse it. Pupils will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

## **Residential Visits**

During trips and visits the Academy will:

- Ensure that there is an adequate number of staff to provide a safe level of care and supervision.
- Prompt pupils to manage their own personal and intimate care needs independently.
- Encourage pupils to be as independent as possible and develop their independence skills.
- Make sure that staff are not placed in vulnerable situations, e.g. when a pupil needs help with toileting two staff should be present.
- Provide pupils the extra care and support they need with the resources provided.
- Ensure that feeding needs are catered for.
- Administer medication as advised.

**Date ratified**

**Date Policy due to be reviewed:**

**Responsible for Policy: Head Teacher**