



Ark Soane Academy

INTIMATE CARE POLICY

2021-2022

Date of last review:	Jan 2022	Author:	Gordon Smith
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Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
School:	Ark Soane Academy	Key Contact Name:	Governance Team
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Named personnel with designated responsibility for all matters associated with medical needs, IHCP and intimate care:

Role	Designated Person	Contact Details
SENDCo	Gordon Smith	g.smith@arksoane.org
Senior leader who manages the SEND Department	Rob Orme	r.orme@arksoane.org
Designated teacher with safeguarding responsibility	Rob Orme	r.orme@arksoane.org
Member of staff responsible for students with medical needs	Gordon Smith	g.smith@arksoane.org

Introduction

Ark Soane Academy is an inclusive school where all students are made to feel welcome and valued. Staff who work with students and young people who have special educational needs and medical needs will realise that the issue of intimate care is a difficult one and this will require staff to be respectful and professional at all times. Ark Soane Academy recognises that there is a need to treat all students with respect when intimate care is given. No student should be attended to in a way that causes distress or pain. At Ark Soane Academy, the student's welfare and dignity is of paramount importance.

The purpose of this policy is to set out procedures that safeguard pupils and staff by providing a consistent approach to intimate care. We recognise that intimate care raises complex issues. Whilst it may not be possible to eliminate all risks, the balance should be on the side of dignity, privacy, parental and pupil choice and safety.

School aims

Our school community (students, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment
- Continually encourage achievement in all aspects of school life
- Motivate all students with a broad and challenging curriculum
- Treat everyone with honesty and respect
- Ensure opportunities for all

- To safeguard the rights and promote the best interests of the students
- To ensure students are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their students

Principles

It is essential that every student is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the student should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the student's position. Given the right approach, intimate care can provide opportunities to teach students about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Definition

Intimate care involves helping pupils at Ark Soane Academy with aspects of personal care, which they would otherwise undertake for themselves. Pupils with disabilities may require help with moving and handling, dressing, eating, drinking, toileting and menstruation, physiotherapy exercise programmes and massage interaction.

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, menstrual managements, dressing and moving or handling.

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the student, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the student a choice in the sequence of care
- Be aware of and responsive to the student's reactions

Safeguards for students

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to student undergo police checks. All staff at ARK are DBS checked on

application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with student or other vulnerable members of society. Personal and professional references are also required, and unsuitable candidates are not permitted to work within the school.

All those working with student should be closely supervised throughout a probationary period and should only be allowed unsupervised access to student once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers or temporary staff to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

Communication

During and after the intimate care process, clear communication will be made between staff, students and parents where necessary. Students with medical needs who require personal care will have an individual healthcare plan written collaboratively with the student, parent, school and school nurse which is reviewed annually, if not before.

There will be careful communication during the intimate care process in line with their preferred line of communication (verbal, symbolic etc.) to discuss the student's needs and preferences. Each student shall be aware of the procedure carried out and the reasons for it.

Each student who requires intimate care will have a home/school care diary which may include information on how well a student has eaten or drunk that day, particular achievements made by the student, medical information, record of toileting including the staff that was present and any physiotherapy/massage exercises undertaken.

Parents/carers will be involved with their student's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the student's individual health care plan. The needs and wishes of students and parents will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

Responsibilities

Ark Soane 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. Staff will recognise that there is a need to treat students with respect when intimate care is given. No student should be attended to in a way that causes distress or pain.

The management responsibilities are:

- To ensure that relevant staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid; child protection procedures and other aspects of manual handling
- To provide an induction programme for all new staff to ensure that they are made fully aware of special educational needs and medical needs
- To ensure that all relevant staff are familiar with the school's Intimate Care Policy and

that they receive support and assistance from experienced staff

- The responsibilities for staff providing intimate care are:
- To ensure they have read and are familiar with the Intimate Care Policy
- To ensure they are adhering to Ark Soane Academy's policy and procedures around intimate care and safeguarding
- To ensure they are communicating with parents/carers via the home/school care diary
- To ensure they are familiar with the individual health care plans for each child requiring intimate care
- To ensure they are working in consultations with the SENCO and school nurse
- To liaise with other professionals and agencies as appropriate to the intimate care
- To take part in staff training for any aspect of intimate care and safeguarding

Training & Resources

Staff who provide intimate care are trained to do so (including Child Protection training and health and safety in moving and handling) and are fully aware of best practice. Training for manual handling of people will be renewed annually. Apparatus will be provided to assess with students who need special arrangements following assessment from physiotherapist/occupational therapist/ school nurse as required.

Equipment shall be checked in line with British Engineering guidelines and checked for safe use every 6 months. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Reviewing the Policy

This policy shall be reviewed annually by the SENCO. It will be shared with parents/carers and made available on Ark Soane Academy's website.

The following will outline key areas that the policy covers with guidance for the Academy and staff;

1. Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a student in getting dressed or undressed particularly those with complex physical needs (as outlined in their EHCP) or medical needs (as outlined in their IHCP). Staff will always encourage students to attempt undressing and dressing unaided.

2. Providing comfort or support for a distressed pupil

Students may seek physical comfort from staff (particularly those with additional educational needs). Where students require physical support, staff need to be aware that physical contact must be kept to a minimum and be student initiated. When comforting a student or giving reassurance, the member of staff's hands should always be seen, and a student should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the student. If a student touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the student, is unacceptable. This should be reported using the safeguarding procedures.

3. Medical procedures (See Administration of Medicines Policy)

If it is necessary for a student to receive medicine during the school day parents must fill out a permission form from the school office and discuss their student's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary. Any member of staff giving medicine to a pupil should check:

- The student's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Principal has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

4. Soiling

The school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the student. If the parents/carers or emergency contact is able to come within a few minutes, the student is comforted and kept away from the other students to preserve dignity until the parent arrives.

Students are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The student will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the student. This permission will be sought on each occasion that the student soils him or herself when consent has not already been given in writing. If the parents and emergency contacts cannot be contacted the Principal will be consulted.

If there is an immediate or significant risk to the student, staff will act appropriately and may need to come into some level of physical contact in order to aid the student. When touching a student, staff should always be aware of the possibility of invading a student's privacy and will respect the student's wishes and feelings. If a student needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the student throughout the process
- The student is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the student's age and the situation

- All spills of vomit, blood or excrement are wiped up and flushed down the toilet and the area is sanitised
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the student

5. Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Provision of intimate care record

Student's name	
Staff name Signature	
Date	
Incident	
Description of care given	
Additional notes	
Second staff signature	
Parent comment	
Parent signature	