



HERSCHEL GRAMMAR SCHOOL

INTIMATE CARE POLICY

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Responsibility:	Local Governing Board
Consultation:	n/a
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*subject to any relevant changes in legislation or other appropriate guidelines

Intimate Care Policy

Herschel Grammar School is committed to safeguard and promote the welfare of all pupils. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The young person's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one.

Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

Members of staff will be given the choice as to whether they are prepared to provide intimate care to pupils and any staff undertaking intimate care will be given appropriate training.

This Intimate Care Policy has been developed to safeguard pupils and staff. It applies to everyone involved in the intimate care of young people.

Pupil focused principles of intimate care

The following are the fundamental principles upon which the intimate care policy is based.

Every pupil has the right to be safe.

Every pupil has the right to personal privacy.

Every pupil has the right to be valued as an individual.

Every pupil has the right to be treated with dignity and respect.

Every pupil has the right to be involved and consulted in their own intimate care to the best of their abilities.

Every pupil has the right to express their views on their own intimate care and to have such views taken into account.

Every pupil has the right to have levels of intimate care that are as consistent as possible.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of pupils involved in intimate self-care.

Practice

Pupils who require regular assistance with intimate care will have Individual Healthcare Plans (IHCP) developed in collaboration with the pupil, parents/carers, the Medical Needs Co-ordinator and medical professionals. The plan will be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Accurate records will be kept when a pupil requires assistance with intimate care. These will include date, times and any comments such as changes in the pupil's behaviour. It should be clear who was present in every case. These records will be available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible. Staff will encourage each individual pupil to do as much for his/herself as possible. There will be careful communication with each pupil who needs help with intimate care and permission should be sought before starting an intimate procedure.

If a care plan is **not** in place, but a pupil has needed help with meeting intimate care needs then parents/carers will be informed the same day.

Physiotherapy

Pupils who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IHCP that a member of the school staff should undertake part of the physiotherapy regime (such as assistance with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. The physiotherapist should observe the member of staff applying the technique.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Medical Procedures

For pupils who may require assistance with invasive or non-invasive medical procedures, all procedures will be discussed with parents/carers, documented in the IHCP and will only be carried out by staff who have been trained to do so.

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