



Personal/Intimate Care Policy

Formally adopted by:-	The Clare School
On:-	25th January 2021
Headteacher:-	Rebecca Wicks
Last updated:-	Spring Term 2021
To be reviewed:-	Spring Term 2024

Introduction

The Clare School is committed to ensuring that all members of staff responsible for the personal care of pupils will undertake their duties in a professional manner at all times. This places staff in a position of great trust and responsibility. They are required to attend to the safety and comfort of pupils and to ensure that they are treated with dignity and respect. Staff will work in close partnership with parents and carers to share information and provide continuity of care. The purpose of this policy is to establish a framework for staff that provides personal care which acknowledges the responsibilities and protects the rights of everyone involved.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most pupils carry out for themselves, but which some are unable to do. Some pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Principles of good practice

- It is essential that every child is treated as an individual and that care is given with dignity and respect. The child should be encouraged to express choice and to have a positive image of his/her body
- There is careful communication with any pupil who requires intimate care and appropriate communication to discuss needs and preferences
- For staff to ensure that pupils feel safe and secure
- There must be 2 members of staff at all times
- Staff will receive appropriate training for the tasks they are undertaking - see Training
- Items of disposable clothing, such as gloves and aprons, should be provided and readily accessible. These should be worn when necessary
- Special bins should be provided for the disposal of wet and soiled pads
- Supplies of cleaning materials should be provided for cleaning and disinfecting changing surfaces
- Supplies of fresh clothes should be easily to hand
- Badly soiled clothes should be rinsed before sending them home
- Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation
- Pupils will be supported to achieve the highest level of independence possible according to their individual condition and abilities
- Intimate care arrangements will be discussed with parents/carers on a regular basis
- Staff will work with parents to support toilet training where this has been established at home

Training

The staff will receive training in the following:

- In good working practices, which comply with health and safety regulations such as wearing rubber gloves and procedures and methods for dealing with body fluids and disposal of waste
- Moving and handling. Staff will follow the procedures written for each pupil. If staff have any concerns about manual handling procedures, for example slings are too small etc, they should discuss this with a key mover who will report to a Senior Support Assistant. This may lead to a revision of the procedure or a referral to OT's or Physio's for support or new equipment.
- Safeguarding procedures for the school including safeguarding training every 3 years - Level A

Child Protection

The Governors and staff of The Clare School recognise that our pupils are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation - unexplained marks, bruises or soreness for example, staff will immediately report concerns to the Designated Safeguarding Leads.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

Confidentiality

Confidentiality is an important issue and is part of our Safeguarding Policy. Sensitive information about a child's personal care should only be shared with those who need to know. If a child who is able to use the toilet has an 'accident' then parents and carers should be advised by phone rather than the home/school book.

Home/School Liaison

Parents and staff should be aware that matters of personal care will be dealt with confidentially and sensitively and that the pupils' right to privacy and dignity should be maintained at all times.

Links to other Policies

Safeguarding and Child Protection
Health and Safety

Administration of Medication

Moving and Handling of Pupils

To be reviewed Spring Term 2024