



# Plymouth CAST Multi Academy Trust

## Intimate Care Policy

Status: Approved	Version: 2
Author: Kevin Butlin	Position: Director of Education
Date: 17/04/2023	Type: Policy Statement
Approved by Board: 19/05/2023	Review Date: May 2026
Received by LCB: <b>DATE</b>	

## **Introduction**

(*name of school*) is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

## **Aim**

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

## **Principles**

(*name of school*) respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care.

We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

## **School responsibilities**

Oversight of the provision of intimate care for pupils is the responsibility of the school's **SENCO**.

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

For learners who are known to require routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For learners whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents and other relevant professionals/agencies to ensure that their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate.

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

The care plan will be reviewed at least annually or sooner if the learner's needs change.

The school will ensure that anyone who undertakes intimate care is an employee of the school and has had Enhanced DBS with Barred List clearance, safeguarding training, and relevant training to provide the required intimate care.

Where possible, at least two members of staff should be present whenever intimate care is being provided for a pupil. However, where the availability of additional staff does not allow for this, intimate care should be provided in a location and at a time where the risk to the pupil and member of staff is reduced as much as possible.

Any member of staff with enhanced DBS with a Barred list check can be present as a chaperone whilst a trained and identified member of staff carries out an intimate care procedure.

Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. The school will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

The school will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

The school will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

The school will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

The school will act according to its safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

## **Governors responsibilities**

To ensure that sufficient staff are trained to meet the needs of their learners.

To ensure that the policy is implemented by the school.

The Plymouth CAST Board of Directors will ensure that this policy is reviewed at least every three years.

## **Parent/carer responsibilities**

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that the school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

## **Learner responsibilities**

To be as involved as possible in her/his intimate care and with his/her care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

## **Related documentation**

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy

*(add other policies/documents as appropriate to school)*

## Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of staff able to provide intimate care for named child	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Signature of child (where appropriate)	
Date	
This plan will be reviewed twice a year and whenever the child's needs change Review by date	

## Appendix 2: template parent/carer consent form

**PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE**

Name of child		
Date of birth		
Name of parent/carer		
Address		
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>	
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>	
Name of staff who will provide intimate care for named child		
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>	
Parent/carer signature		
Name of parent/carer		
Relationship to child		
Date		
Signature of child (where appropriate)		
Date		