

INITMATE AND PERSONAL CARE POLICY

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Author	Senior Leadership Team
Legislation	Section 175 of the Education Act 2002; and Government guidance 'Keeping Children Safe in Education; and Equalities Act 2020

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INTRODUCTION

St Andrew's Academy is committed to ensuring that all staff responsible for the intimate care of its pupils will undertake their duties in a professional and safe manner at all times. We recognise that there is a need to treat all pupils with respect and dignity when intimate care is undertaken.

Intimate care is any care which involves touching or carrying out an invasive procedure (such as cleaning up after a pupil has soiled him/herself) to any personal areas. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. If there is a specific procedure to be undertaken, only staff suitably trained and assessed as competent should undertake the procedure.

OUR APPROACH TO BEST PRACTICE

- The management of all pupils with intimate care needs will be carefully planned.
- The pupil will be treated with respect at all times, acknowledging that their welfare and dignity is of paramount importance.
- Staff that provide intimate care are given appropriate training to do so (including Child Protection and Moving and Handling) and are fully aware of best practice.
- Suitable equipment and facilities training will be provided to assist with pupils who need special arrangements following assessment by a physiotherapist/occupational therapist/medical professional.
- The pupil will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for him/herself as possible.
- Intimate Care Plans will be drawn up for particular pupils as appropriate to suit the circumstances of the individual.
- Each pupils' privacy will be respected.
- Careful consideration will be given to each pupil's situation to determine how many staff might need to support when a pupil is toileted.
- Wherever possible, staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence, for example, female staff supporting males in our academy as no male staff are available. It may be deemed necessary in this situation to have two members of staff present.
- Intimate care arrangements will be discussed with parents/carers and recorded on the pupil's Care Plan, and regularly reviewed.
- The needs and wishes of pupils and parents/carers will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Pupils will have individual Intimate Care Plans created by class staff working in conjunction with parents/carers and the pupil.
- Staff will complete toileting logs each day to ensure the Personal Care plans are being followed, and to protect pupils and staff from any safeguarding risks.

PERSONAL CARE NEEDS

Pupil Name	Photo of Pupil
Preferred Method of Communication	Class Keyworker/Ancillary
Number of Staff Required to Support	Size/Name of products used
Pupil's Needs	<ul style="list-style-type: none"> • Ensure privacy • Ensure dignity is maintained • Ensure consistency of staff • Ensure appropriate language is used • Encourage independence
Pupil's Likes and Dislikes	Equipment Needed
Parent Signature	Key Worker/Ancillary Signature
Date of Signing	Date of Review

