

INITMATE AND PERSONAL CARE POLICY

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INTRODUCTION

St Andrew's Academy is committed to ensuring that all staff responsible for the intimate care of its students will undertake their duties in a professional and safe manner at all times. We recognise that there is a need to treat all students 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 student 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 students with intimate care needs will be carefully planned.
- The student 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 students who need special arrangements following assessment by a physiotherapist/occupational therapist/medical professional.
- The student will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each student to do as much for him/herself as possible.
- Intimate Care Plans will be drawn up for particular students as appropriate to suit the circumstances of the individual.
- Each student's privacy will be respected.
- Careful consideration will be given to each student's situation to determine how many carers might need to be present when he/she is toileted. Wherever possible, one student will be catered for by one adult, unless there is a sound reason for having more than one adult present. If additional support is required, the rationale should be clearly documented.
- 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.
- Wherever possible, staff should be over the age of 18 years. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence, for example, a 17 year old Apprentice supporting personal care needs due to other colleagues being unavailable.
- Wherever possible, Apprentice TAs should support Key Stage 3 students only. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence, for example, a 17 year old Apprentice supporting personal care needs of a Key Stage 4/5 student due to other colleagues being unavailable. 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 students' Care Plan, and regularly reviewed.
- The needs and wishes of students and parents/carers will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Students will have individual Intimate Care Plans created by class staff working in conjunction with parents/carers and the student.
- Staff will complete toileting logs each day to ensure the Personal Care Plans are being followed, and to protect students and staff from any safeguarding risks.

PERSONAL CARE NEEDS

Student Name	Photo of Student
Preferred Method of Communication	Class Keyworker/Ancillary
Number of Staff Required to Support	Size/Name of products used
Student'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
Student's Likes and Dislikes	Equipment Needed
Parent Signature	Key Worker/Ancillary Signature
Date of Signing	Date of Review

PERSONAL CARE LOGS

Toileting Support: Successful on toilet – T, Unsuccessful on toilet – N, Menstruation – M, Independent – I

Pad Change: Dry – D, Wet – W, Bowels Open –BO, Menstruation – M, Independent – I, Refused – R

[illegible]

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Pad Change: Dry – D, Wet – W, Bowels Open –BO, Menstruation – M, Independent – I, Refused – R

[illegible]