

# The Meadows School



## Personal and Intimate Care Policy

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Ratified by Governors: July 2024

## Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	01.03.2018	Updated	SLT	Headteacher
1	13.12.2019	Reformatted	G Barham	Headteacher
2	23.11.2020	Ratified	C Swoffer	FGB
3	20.05.2021	Reviewed and reissued.	G Spencer	Headteacher
4	07.06.2021	Ratified by Governors.	H Dhingra	Premises and H&S Committee
5	July 2024	Updated – see highlighted amendments – definition of personal and intimate care updated	G Spencer	

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### 1. Rationale

The meeting of students' personal and intimate care needs is one of The Meadows School's most important areas of provision. If executed professionally, it can be an empowering experience, making a significant contribution to students' emotional well-being and independence. If executed unprofessionally, it can cause physical / emotional harm and has the potential to rob students' of their autonomy and self-worth. This policy outlines the school's high expectations and procedures. It should be read in conjunction with the School's Safer People Handling Policy and Safeguarding Policy.

### 2. Introduction

While many students at The Meadows School can manage their own personal and intimate care needs, there are some students who will require help either

routinely or occasionally. At The Meadows School we want students to communicate their wishes, and opinions, and to give them opportunities to achieve their potential and to support them to ensure they grow into happy and confident individuals who can be as independent as possible. More importantly we ensure that student safety and mutual respect is at the core of all aspects of school life. Through daily routines, school staff take every opportunity to develop independence, promote learning and communicate appropriately to ensure students become knowledgeable citizens. This is also underpinned by the Education Health Care Plans, our British Values and Spiritual, Moral, Social & Cultural (SMSC).

At The Meadows, we employ a dedicated team of staff, our Student Support Practitioners (SSPs), to help meet the personal and intimate care needs of our students. SSP's provide additional support to the teaching staff, it is not the sole responsibility of the SSPs to meet these needs. It is the responsibility of all class-base staff to meet students' personal and intimate care needs, in the most timely manner possible.

### **3. Definition of Personal and Intimate Care**

#### **Definition on Intimate care**

'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Help may also be required with changing colostomy or ileostomy bags, managing catheters, stomas or other appliances. The Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing continence pads (faeces/urine)
- Bathing / showering
- Washing intimate parts of the body
- Changing sanitary wear

#### **Definition of Personal Care**

Although it may often involve touching another person, the nature of this touching is more socially acceptable, as it is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning. These tasks do not invade conventional personal, private or social space to the same extent as intimate care and can lead to positive social outcomes for people.

Those personal care tasks specifically identified as relevant here include:

- Skin care/applying external medication

- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet

#### **4. Aims of Policy**

To provide every student with dignity, privacy, respect and a professional approach from all staff in meeting their needs.

To safeguard the rights, protection and well-being of students.

To encourage students to become as independent as possible.

To reassure parents/carers that appropriate provision will be made for the individual needs of their young person.

To make intimate care as positive an experience as possible for both students and staff.

To provide guidance to staff when supervising or assisting students with toileting, personal hygiene or intimate care procedures.

To provide staff with protection, against accusations of misconduct, through a common understanding and agreed procedure.

#### **5. Setting the climate for Personal and Intimate Care**

At The Meadows School we recognise the principles of a 'person-centred' approach and will:

- Take young people's wishes into account, as far as is possible, in meeting their needs
- Acknowledge the vulnerability of young people with physical, learning, sensory, emotional and behavioural difficulties
- Respect the rights of students together with their need for support and assistance
- Respect and ensure privacy, appropriate to the young person's age and situation
- Allow the students to develop their ability to assist/care for themselves as far as possible
- Encourage the students to have a positive image of their own bodies

- Develop students' skills in recognising and understanding appropriate and inappropriate intimate behaviour, and the importance of keeping themselves safe
- Take into account age, ability, gender, religious and cultural issues
- Provide care at the point of need and avoid undue delay
- Use appropriate language for parts of the body and bodily functions
- Uphold the right of every student to have levels of intimate care that are appropriate and consistent

## **6. Guidance to staff**

Every class group has an Intimate Care Log (see Appendix A). All staff providing intimate care must enter details in the Log whenever they provide, assist or supervise students with intimate care.

Following advice and guidance from Community Childrens Nurse (CCN's), students requiring routine intimate care, unless there is an urgent need, will be changed once during the school day.

When providing, assisting or supervising individual students with intimate care, staff should ensure that they are within potential sight /hearing of others. Other members of staff may support those providing, supervising or assisting with toileting without being directly involved themselves.

No pupil should be made to feel at fault because of their toileting needs that are as a result of a medical condition or their special educational needs. Staff should reassure pupils that they are 'not in trouble' and that they are there to help.

Staff must conduct themselves in a professional manner at all times and respect the privacy of personal and intimate care situations. They should refrain from discussing these situations unnecessarily with other staff, although some communication about individual student's needs and abilities will be needed to ensure that staff can provide appropriate support.

Personal and intimate care will be provided for students including consideration of staffing requirements (gender, number etc.), timing, student and parent wishes, safe manual handling requirements, advice from therapists and medical staff, and training requirements.

Staff must take every precaution to protect themselves from the risk of infections. Protective gloves and aprons must be worn whenever direct intervention is required. Soiled clothing should be placed in the appropriate bag and sent home. Sanitary waste must be disposed of properly in the Hygiene Bins. Changing beds must be sprayed with Sanitiser after each use and staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure.

Staff should use personal and intimate care situations to teach students about the importance of hygiene and privacy.

Staff should talk to students throughout intimate procedures using appropriate levels of language in order to explain what they are doing and the reasons in line with Personal Care training provided by The Meadows.

When performing personal and intimate care procedures, staff should feel supported by the school management and receive adequate training in relation to health and safety, manual handling and safeguarding. Identified staff should also receive training for very specific intimate care procedures where relevant.

When on educational visits out of school, staff must ensure that the personal and intimate care needs of students are considered at the planning stage. Every effort must be made to ensure that students' care needs do not exclude them from trips and visits. This may require aspects of the trip to be modified, extra staffing arranged, changing equipment to be carried and preliminary visits to be undertaken. It is the responsibility of the group leader to make sure that these needs have been met in line with this policy.

#### Intimate care procedures.

- Students' intimate care must be attended by two members of staff.
- All staff must enter details onto the Intimate Care Log for each student when supporting intimate care routines.
- Students must be changed in the designated changing area.
- Protective gloves and aprons must be worn during personal care routines.
- Staff must respect the wishes of students with regard to dignity, privacy and safety.
- Staff must show awareness of and be responsive to the child's reactions reporting any concerns to the Safeguarding Team.
- Staff should enable children to make choices and communicate as part of their personal care as well as promoting independence.
- Soiled garments must be securely wrapped and tied in a bag
- Changing beds must be cleaned after every use
- Soiled pads, wipes, gloves and aprons must be disposed of in the correct bins
- Staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure
- Wherever possible, staff should encourage and support students to wash hands after visiting the toilet/receiving personal care to make students aware of the importance of good hygiene


- If a student has been changed early during the school day, he/she must be checked before home-time, changed if necessary and parents advised.

### 7. Pandemic Addendum

In the event of a pandemic, all Government / Local Authority directions around social distancing and the use of Personal Protective Equipment, relating to the delivery of students' personal and intimate care, will be adhered to.

### 8. Appendix A

Intimate Care Log:

The Meadows School Intimate Care Log					
Date	Student	Staff	Time Out	Time Returned	Comments
		1			
		2			
		1			
		2			
		1			
		2			
		1			
		2			
		1			
		2			
		1			
		2			
		1			
		2			
		1			

		2			
		1			
		2			
		1			
		2			
		1			
		2			