

St Bede's Catholic Voluntary Academy



Intimate care Policy

"We commit ourselves to love, respect and serve one another as disciples of Jesus Christ"

Date of approval	November 2022
Date of review	November 2023

Strategic Leader: Miss A Karlsberg

Headteacher: Mr R Hibbard

Operational Management: Mrs S Barnard

SENCO: Mr P Wade

Governor Link: Mrs J Kelly

Senior Team Member of Staff Responsible: Mr R Hibbard

Governor Responsible: Mrs J Kelly

Aim

Psalm 139:13-14 For it was You who created my inward parts; You knit me together in my mother's womb. I will praise You because I have been remarkably and wonderfully made. Your works are wonderful, and I know this very well.

At St. Bede's Catholic Voluntary Academy, it is our intention to ensure that there is an equal opportunity for all students to develop their full potential within a broad and balanced curriculum and that this should take place within a caring and supportive community.

Definition

Intimate care can be defined as an activity which meets the personal care needs of a student.

This includes care associated with incontinence and menstrual management, as well as tasks such as help with toileting, washing and dressing. This may include having to assist a student with the placing of a bottle around intimate parts and with wiping personal intimate areas after urinating or bowel functions.

Objectives

Luke 10:37: He said, "The one who showed him mercy." And Jesus said to him, "You go, and do likewise."

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

At St. Bede's we are committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all students with respect when intimate care is given. The student's welfare and dignity is of paramount importance. Mr P Wade and Mrs S Barnard will work in close partnership with parents/carers to share information and provide continuity of care.

No student's physical, mental, or sensory impairment will have an adverse effect on their ability to take part in day to day activities.

No student with a named condition that affects personal development will be discriminated against.

No student who is delayed in achieving continence will be refused admission provided the school can provide adequate care.

No child will be sent home because of incontinence providing school can cater for their needs.

Adjustments will be made for any student that has delayed incontinence and bowel disorders – provided with toilet passes and use of disabled toilet and equipment.

Best practice

All staff carrying out intimate care of students in the school must follow the procedures and advice outlined below:

- Confidentiality should be maintained at all times between student and staff and parent/carer
- Ensure they follow the Safeguarding policy in place within school. If you have concerns about a student's actions or comments whilst carrying out intimate care, this should be discussed with the school's designated person for safeguarding in the first instance. Report and concerns immediately re: - bruises, marks, soreness, distress, physical or emotional changes. It is advised that staff carrying out this care be trained on signs and symptoms of child abuse.
- A Care Plan is written for each student by Mrs S Barnard following advice from parents and professionals. Care plans must be followed by all staff involved in intimate care. **Appendix 1**
- All staff carrying out this care must be DBS cleared and have been trained in Moving and Handling. Certificates will be displayed in the disabled toilet.
- Always ensure there are two members of staff in attendance for intimate care. If at all possible have a same sex member of staff for the student.
- If possible intimate care should be carried out in a disabled toilet near to PE to allow for privacy/supervision and space.
- Students should always be encouraged to carry out as much of their intimate care as independently as possible.
- Always consider the dignity of the student and allow them to make a decision on how they would like to be assisted.
- If a student requires assistance with intimate care regularly, a care plan should be in place which is agreed parent/carers. Two or three members of staff should be identified who will carry out this care. These staff members are: Mrs S Barnard, Mrs J Gregory, Mrs J Matthews, Mr M Sparham, Mr P Wade. Chaperones if needed will be Mrs H Jarvill, Ms M Fitzpatrick, Mrs T Hunter and Mrs J Petterson.
- Always explain throughout the procedure what is happening to the student and why. Records of times, functions and staff members should be kept on every occasion.

Appendix 2

- Equipment needs will be kept in the PE disabled toilet: this includes gloves, wipes, pads, bags for soiled waste, sanitary towels (also available at student services), aprons, sanitizing gel, bucket and disinfectant for sanitising bottles and records keeping sheets. The equipment should be kept stocked up and replaced if used. (Mrs S Barnard is responsible for stock)
- Use of equipment such as hoisting and plinth should be carried out by trained competent staff only and hoist guidelines and safety rules should be followed at all times. Exercises and Physio should also be carried out by trained staff only under the direction of Physiotherapists or Occupational Therapists. Exercises displayed in the Disabled toilet and copy kept in Learning Support. Any queries should be referred to the professionals and exercises stopped until query is answered.
- Urine, faeces, blood, vomit should be cleaned up immediately and disposed of safely. Staff will wear protective aprons and gloves and wash themselves thoroughly afterwards and sanitise. Any soiled wipes etc. should be double bagged and place in a bag lined bin. Soiled clothes should be placed in a bag to go home. Staff do not need to rinse them out. The toilet area needs to be washed down and disinfected before further use.
- Students with these needs should be encouraged to carry spare clothes and underwear in their bags or lockers.

- If a student is believed to have soiled themselves but denies it this should be dealt with sensitively by a named member of the care team (Mr P Wade/Mrs S Barnard). If they continue to deny the accident a parent/carer should be informed and asked to come into school to assist the student or to take them home and return them to school once they have been changed.
- If a student is assisted with intimate care which is not planned staff should inform another member of staff of what is happening and a parent/carer must be contacted as soon as possible to inform them of what has happened and how the student was assisted. Always explain throughout the procedure what is happening to the student and why. Records should be kept in the Learning Support Department and a copy placed in the student's files.

Appendix 3

- If the student is unhappy about the way they are being cared or by whom this will be looked into by Mr P Wade/Mrs S Barnard, Mrs W Frost and parents/carers. Records will be kept and alternatives put into place that are agreed by everyone involved. If the need arises professional help will be sought from outside agencies. If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.
- If a child makes an allegation against a member of staff, the procedure set out in the safeguarding policy will be followed. Make sure full records of the incident is kept and filed. If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.

COMPLAINTS

These will be dealt with under the school's normal complaint procedure.

REVIEW OF POLICY

This policy will be reviewed annually

APPENDICES

APPENDIX 1	Care plan
APPENDIX 2	Toilet Record Sheet
APPENDIX 3	Unplanned Intimate Care record sheet

APPENDIX 1 CARE PLAN

Name of student	
Date of birth	
Address	
Name of parent/carer/guardian	
Contact number	
Name of staff	
Training (Needs updating every 2 years)	
Date written	
Review Date	
Pupil's Condition	
Where the Intimate care procedures will take place	
How the student will travel there? E.g. walk, wheelchair – self propel/adult oversight	
What equipment is required and where it is located.	
Description of transfer method	
Adjustment of clothing	
Method of cleansing including washing hands	

Appropriate language used e.g. names of body parts and functions	
Number of staff each time	
Student participation – what can they do themselves	
Disposal of equipment used	
Next target towards independence	
Additional Information	

Signature of staff involved with the procedures	
Date	

Signature of parent/carer/ guardian	
Date	

APPENDIX 2 TOILET RECORD SHEET

Toileting record sheet

NAME

[illegible]

Toileting record sheet

NAME

[illegible]

APPENDIX 3 UNPLANNED INTIMATE CARE RECORD SHEET

Appendix 4

Unplanned Intimate care record sheet

Unplanned Intimate care record sheet

NAME

NAME

[illegible][illegible]

