



Aldercar High School

In pursuit of excellence

INTIMATE CARE POLICY

Approving Body	Governing Body
Date Approved	16 March 2021
Review Date	March 2022
Minute Number	FGB21/3/11.9

AIM

1. To create an environment in which students' rights of dignity, privacy and protection from abuse are of paramount importance.
2. To encourage the self-respect, empowerment and independence of all our students.

OBJECTIVES

1. To reduce students' vulnerability to sexual abuse
2. To develop students' self-respect
3. To provide students with as much privacy as possible
4. To give students the maximum amount of choice and control in the management and delivery of their personal and intimate care
5. To ensure that students have appropriate time to meet their individual needs during personal and intimate care
6. To evaluate current attitudes and practices regarding intimate and personal care and ensure ongoing appraisal and review
7. To increase students' awareness of their bodies and develop a sense of ownership
8. To provide students with personal care plans which will
 - a. Reduce the number of key workers involved in their personal and intimate care
 - b. Ensure consistency of practice whilst allowing for flexibility and individual adjustment
 - c. Provide details about appropriate equipment and its sensitive use
 - d. Reflect any contracts drawn up between student, key worker and parent(s)/carer(s)
 - e. Maximise the independence of students
9. To enable students to become more aware of the increased risks involved when intimate care is delivered by a large number of people
10. To ensure that the language used with students (regarding personal and intimate care) is appropriate for their age and ability/comprehension level
11. To give students the opportunity to learn formal terms for body parts and functions and the procedures involved in intimate care, whilst respecting their personal language
12. To ensure students' rights to confidentiality and the privacy of their personal information
13. To ensure a committed approach to intimate and personal care which fosters trust and sensitivity between key workers and students
14. To ensure ongoing review and education of staff and students regarding intimate care attitudes and practices
15. To advocate for and support students in situations where their rights of privacy and dignity are open to infringement

Personal Care Plan

A blank copy of a Care Plan is attached. These will be completed by the Key Worker in conjunction with the student and parents or advocate where appropriate. Nursing staff, the occupational therapist and key workers will be involved as necessary.

Personal Care Plans will be kept by the student when appropriate, together with the Keyworker who will retain them in a file. It is recognised that Care Plans contain personal information and are not for general perusal and will, therefore, be stored discreetly. Parents should be provided with a copy.

Dissemination of the Policy

The Policy will be made available to all members of staff.

Procedures for Policy Monitoring and Evaluation

The Policy will be reviewed **every two years by the SENCO**

Additional Information

1. For the more complex students, eg non-verbal students, we may need to record bodily functions in home-school diaries or key worker books using a symbol system:

X	bowel movement
√	passed urine
O	no bowel movement
M	menstruation
2. The SENCo if necessary will be entitled to enter bathrooms at any time without prior warning in emergency circumstances. Gender issues will be taken into consideration.

INTIMATE CARE PLAN

KEY WORKERS

1. All intimate care will be carried out with two members of staff present.
2. Students now have up to four key workers to assist with intimate and personal care. The main key worker will be as far as possible the student's own choice, and students will have a realistic choice of two or three other TAs as support workers for help when the Keyworker is unavailable. Students who are unable to make a choice will have an advocate to act on their behalf. The advocate will be the teacher who is most familiar with the student – usually the SENCo.

3. Cover for absence of any of the four identified key workers will be covered by the remainder. This is not a task that all TAs should be expected to carry out and they should be given a choice as to whether they want this to be part of their job.
4. Staff should be consulted as to whether they are willing to become a key worker for a specific student(s).
5. Students who require help with changing for swimming will be given as much consistency and continuity of support as possible, within realistic expectations.
6. Names of key workers will be kept in Individual Care Plans and by the SENCo.
7. The key workers should each have a copy of the Personal Care Plan for the students for whom they care.
8. Two members of staff should always work with a student if any manual handling is involved or if the safety or integrity of the student or member of staff is being compromised.
9. Disabled Toilets are always accessible so that any personal care can take place privately and safely in the specialist facilities.
10. Staff will agree with the student key times in the day when care will take place if needed, but will endeavour to meet the student's needs at other times of the school day if necessary too. Students' needs are paramount.
11. Staff will always use appropriate language when discussing intimate care details or equipment.
12. Staff should receive appropriate training, renewed every 2 years, for any manual handling tasks eg helping a student to get out of a wheelchair and to stand.
13. The advice of the parents, an Occupational Therapist or Nurse should be sought if any care issues cause concern through the SENCo. Staff should be provided with the appropriate equipment so that their own health is not compromised. Gloves should be used when carrying out any intimate care tasks. Advice will be sought from the County Moving & Handling Adviser and School Nurse
14. Staff should dispose of any materials in the special bins provided.
15. An 'Intimate Care Diary' should be used if the student is unable to pass messages concerning their care to parents / carers at home.
16. If staff have any concerns regarding personal care issues, they should consult the SENCo as soon as possible and the relevant actions will be taken under the supervision /direction of the SENCO.

STUDENTS

1. Bathroom, treatment and changing room doors should always be shut and locked. Curtains or blinds should be used to cover windows when necessary. Screened areas must be used to ensure privacy during therapy and treatment sessions which are likely to infringe students' rights of dignity and privacy.
2. Only key workers and nursing staff involved in intimate and personal care should enter bathrooms. In order to protect staff and students, the SENCo will be able to enter bathrooms at any time without knocking on the door. Gender issues will be taken into consideration.

3. ~~Visitors, with the exception of parents and prospective parents, should not enter the pool area when students are being changed or the pool is in use.~~
4. Students who are waiting to be changed for swimming should remain outside the changing rooms.
5. Students will have a Key Worker and two or three other TAs as support workers when the Key Worker is unavailable. Students will be given the opportunity to make an informed choice or rejection of key workers.
6. Students who are unable to make a choice will have the SENCo as an advocate to act on their behalf.
7. Staff should always use discreet and appropriate language when referring to intimate and personal care. Aspects of students' issues of intimate and personal care should never be discussed in public.
8. Students will always be made aware of the formal names for body parts and bodily functions during intimate and personal care. However, their familiar and personal language may be used and respected. Liaison with parents will take place when appropriate.
9. The School nurse attached to the school must be consulted about the application of all creams. Prescription creams and those for intimate areas must be applied by at the direction of the School nurse attached to the school when available (or in exceptional cases the Key Worker with agreement of student and parents).
10. A symbol system will be used to indicate bodily functions, when recordings are made in Home/School Diaries or Key worker Books.
11. Information about the more intimate and personal care issues will not take place during IEP planning and Annual Review meetings but will be discussed at an appropriate time with parents, key worker, nurse, occupational therapist and teacher where appropriate. Details will be recorded in student Personal Care Plans.
12. Students will be taken to the bathroom when a space and their key worker(s) are available. Students will not be expected to queue outside bathrooms.
13. Students will be informed about intimate care procedures before and whilst they take place. Wherever feasible, students will be encouraged to direct and control their care.
14. At all stages of care, the student should be asked 'if, how and when' a particular action should take place and the student's feelings and opinion should always be taken on board.
15. The student's dignity should be paramount at all times.
16. Providing the safety of the student is not compromised, the student should be given opportunities for some privacy on the toilet.
17. The student should be encouraged to be as independent as possible in adjusting their own clothing. (Staff will need to ensure if necessary that any adjustments are made for the comfort of the student)
18. The student should be encouraged to carry out any intimate care cleansing independently but staff should be vigilant if appropriate and support the student.
19. The student should not feel this is a rushed task and staff should ensure that they are able to relax as best they can in the circumstances.
20. The student should feel comfortable enough with the key workers to express his / her feelings and opinions and to ask for personal care if it is needed.

21. Students should be encouraged to ensure they carry out their own personal hygiene tasks with minimal prompting eg washing their hands before they leave the toilet area.
22. An individual Personal Care Plan should be completed for all students who receive personal care in school. This will be the responsibility of the SENCo and will be completed and updated each year after the Annual Review meeting. The student (or advocate where necessary), parents, key workers and SENCo should be present at the meeting which should also involve nursing staff, occupational therapist and teachers where appropriate and all parties should be consulted regarding the Plan. The Plan should then be completed by the SENCo and copies made available for the student (if appropriate), parents, key workers and SENCo. The Plans should be carefully stored and consulted when necessary.
23. Students will be made aware that they can influence the intimate and personal care and can raise concerns about it to the person with whom they feel most comfortable.
24. Key workers will encourage all aspects of independence and offer a high level of continuity in receiving children each morning and preparing them for going home.
25. The option to use the disabled accessible shower will be offered to students with a medical condition or where there are problems with their personal and / or general care which could lead to bullying by peers. Parental permission will be sought for students under the age of 16. Students will be advised about their care but staff are not present and will wait outside.

PARENTS / CARERS

- The parents / carers should have a copy of the Personal Care Plan and should be invited to the initial meeting where the Plan is drawn up and subsequent meetings where it is updated after each Annual Review meeting.
- The parents should be able to contact the school via the SENCo regarding any personal care issues concerning their child.
- The parents will provide any special care materials for the student eg sanitary towels as well as spare clothing which can be kept in school for emergency use.
- School, via the SENCo or, if appropriate, the key worker will consult with parents regarding personal care issues on a day to day basis if necessary – in person, by telephone or in a special diary.

PERSONAL CARE PLAN

My name is

My Advocate is

My key workers are

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This is my personal routine:

Some other things you may need to know:

My personal care goal is: