



HEDGEWOOD PRIMARY SPECIAL  
SCHOOL



## **PERSONAL AND INTIMATE CARE POLICY**

### **INTRODUCTION**

An increasing number of children and young people at Hedgewood require staff assistance to meet their personal and intimate care needs and occasional accidents.

An intimate care need is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people would be able to carry out for themselves.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that could demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or the necessary washing intimate parts of the body, following soiling.

Personal care tasks also include help with feeding, including gastronomy peg feeds, prompting to go to the toilet, washing non-intimate body parts or support with dressing and undressing.

For ease of reading, continence products of all types are referred to as 'nappies'.

For parents, please read 'parents, carers or other person with parental responsibility'

### **THE LEGISLATION**

Hedgewood takes seriously the responsibility to meet the needs of pupils with delayed personal development in the same way that we meet the needs of our children with delayed development in any other area.

The Equality Act 2010 says schools must not discriminate against a pupil because of any disability. Hedgewood School takes positive steps so that pupils with disabilities and additional needs can access and participate in the education and other activities we provide.

## **AIMS**

The aim of this document is to:

- Safeguard the dignity, rights and well being of our young people.
- Provide guidance and reassurance to staff
- Assure parents and carers that staff are knowledgeable about intimate care and that their child's individual needs and concerns are taken into account

## **PRINCIPLES**

- Children and young people have a right to privacy, dignity and a personal and professional approach from staff when meeting their needs
- Children and young people should be encouraged to have a positive image of their body
- Children and young people have the right to feel safe and secure
- Children and young people have the right to remain healthy
- Children and young people should be respected and valued as individual
- Children and young people have the right to information and support to enable them to make appropriate choices
- A pupil's Intimate/Personal Care Plan should be designed to lead to as much independent control as is possible

## **PARTNERSHIP WITH PARENTS**

Partnership is an important focus for Hedgewood, and is especially so in relation to intimate care. We ensure parents and carers have information to make the process as comfortable as possible, and knowledge and understanding of religious/cultural sensitivities is always taken into account..

**Prior permission will be obtained from parents/carers when intimate care procedures need to be carried out.**

## **A SUITABLE ENVIRONMENT**

All classrooms have a proximate accessible toilet and included in our facilities is a changing bed and hoist.

We ensure the availability of:

- Hot and cold running water
- Protective clothing including aprons and gloves
- Nappy disposal bags

- Supplies of nappies
- Wipes and cleaning cloths
- Labelled bins for the disposal of wet and soiled nappies. (Soiled items and wet clothing are double-bagged.)
- Special arrangements for the disposal of any contaminated or clinical materials including sharps and catheters
- Supplies of suitable cleaning materials, anti bacterial sprays and hand wash for example
- Appropriate clean clothing (preferably the child's own)
- Effective staff alert system for assistance if required
- Arrangements for menstruation when necessary

## **MULTI-AGENCY WORKING**

Achieving continence is a milestone that may be reached before a child starts at school, but for some pupils at Hedgewood it is delayed or is never possible. Health professionals may be able to advise on the likely development of an individual child based on their knowledge of the impairment. Assistance with the management of toileting needs will be provided sensitively to allow maximum access to the curriculum, the whole life of the school, and dignity in front of staff and peers.

## **PUPIL VOICE**

It is important that our young people, subject to their understanding of their needs and where diet and constipation effect their functions and well being, are allowed to express a preference regarding his/her intimate care. Terminology for private parts of the body and functions to be used by staff are agreed. The use of symbols and alternative communication forms such as signing etc are used to ensure young people can request care and are aware that care is being administered to support them. It is the responsibility of all staff caring for a child or young person to be aware of the method and level of communication used.

## **STAFF UNDERTAKING INTIMATE AND PERSONAL CARE**

Personnel providing intimate care are in a position of great trust and responsibility, and the importance of their role in promoting personal development of pupils is invaluable. Pupils at Hedgewood will be supported in intimate and personal care tasks by familiar and trusted adults. All staff carrying out these tasks are trained and supported. Volunteers will not be asked to assist in intimate care tasks.

Wherever possible, staff will work with pupils of the same sex in providing intimate care, respecting their personal dignity at all times. It is recognised that there are more female than male support staff in schools meaning that boys will often be supported by female staff. Male staff will not be involved in providing intimate care for girls. Religious and cultural values will always be taken into account.

The number of staff required to carry out procedures will depend upon individual circumstances and is discussed with all concerned. To preserve the child's privacy and dignity one staff member will normally be in attendance. Where there are concerns around Child Protection, previous allegations or moving and handling issues then two staff members should provide care. Knowledge of the child is used to assess the risk. It is essential that all staff are familiar with the Child Protection and Safeguarding Policy and Procedures, and if there are any concerns, they should be recorded and discussed with one of the school's Designated Safeguarding Leads.

All staff assisting with intimate care will be employees of the school (this excludes volunteers, training teachers or training nurses).

## **VULNERABILITY TO ABUSE**

We recognise our young people are particularly vulnerable to abuse and discrimination.

- They often have less control over their lives than their peers
- They do not always understand appropriate sex and relationships interaction, so are less able to recognise abuse
- Any changes in appearance, mood or behaviour may be attributed to the child's additional needs rather than abuse or they may not be able to communicate what is happening to them

Intimate care that involves touching the private parts of a young person may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk, but this vulnerability places an important responsibility on staff to work in accordance with agreed procedures.

**Where the risk is assessed as high, then two staff members should be present at all times during intimate care procedures.**

## **INTIMATE CARE PLANS**

Any care plan will be prepared in consultation with all relevant parties. The plan will be signed and reviewed on a regular basis or when a pupil's need changes.

When writing a plan, whole school and classroom management considerations should be taken into account, for example:

- The importance of working towards independence
- Arrangements for home/school transport, sports days, school visits, swimming etc
- Substitutes in case of staff absence
- Seating arrangements in class (ease of exit)
- A system to leave class with minimum disruption
- Avoiding missing the same lesson for medical routines

- Awareness of discomfort that may disrupt learning
- Implications for PE (changing, discreet clothing etc)

Plans will ensure clarity of roles, responsibilities and expectations. Concerns arising from the intimate care process will be dealt with.

## **TRAINING**

Training will be influenced by the needs of individual pupils. The school nurse, and specialist Health professionals can offer support in the most complex cases. Where basic care is required (similar to that normally provided by any parent or carer) then minimum training is necessary.

## **GOOD PRACTICE IN INTIMATE AND PERSONAL CARE**

- Getting to know the pupil before working with him/her
- Being aware of any cultural or religious sensitivities related to aspects of intimate care
- Addressing the pupil in an age appropriate manner
- Agreeing terminology for parts of the body and bodily functions that will be used by all
- Respecting a pupil's preference for a particular sequence of care
- Giving clear prompts in an appropriate way according to the individual's communication and development needs to allow the pupil to anticipate and prepare for events e.g. show a clean nappy to indicate the intention to change, or a sponge for washing
- Encouraging the pupil to do as much as possible for themselves
- Always seeking the child's permission to carry out a task
- Providing facilities that allow dignity and privacy
- Keeping records as required

### **Our approach to best practice:**

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Safeguarding and Child Protection, and Moving and Handling where appropriate) and are fully aware of best practice.
- Where specialist equipment and facilities above that currently available at Hedgewood are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

- Pupils will be supported to achieve the highest level of independence possible, according to their individual development and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care. This will be agreed in consultation with parents/carers.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation

Hedgewood School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

Hedgewood takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act/Equality Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Our young people will be treated with respect when intimate care is given.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

**We at Hedgewood believe that all children and young people have the right to be happy, healthy and safe; to be loved, valued and respected; and to have high aspirations for their future**

This policy was adopted by the Governing Body on.....

It will be reviewed on .....

## Appendix 1

### Record of other agencies involved

Pupil's name:.....

DoB.....

Name/Role	Address/Phone/e-mail
Parent/Carer	
GP	
School nurse/Health visitor	
Continence adviser	
Physiotherapist	
Occupational Therapist	
Hospital consultant	
Educational Psychologist	
Social Worker	

## Appendix 2

### Planning for intimate care in partnership with parents/carers

Pupil's name:..... DoB.....

Date of meeting:.....

Persons present.....

	Details	Action
Intimate /personal care need		
Working towards independence E.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for assistance with care E.g. who, where, privacy		
Level of assistance needed E.g. undressing, hand washing, dressing		
Training needs Hoisting, Gastronomy feeds		
Infection control E.g. wearing gloves, nappy disposal		
Sharing information E.g. nappy rash, infection, family/cultural customs		
Resources needed E.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Appendix 3

Permission form

**Permission for school to provide intimate care**

Pupil's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

.....

.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise Hedgewood School of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

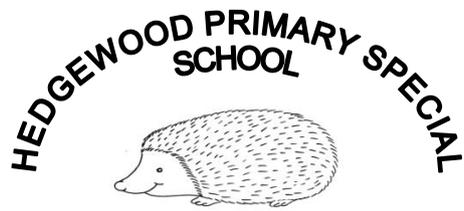
I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....



## Personal/Intimate Care Plan

Name	DOB	Year Group	Class
Personal / Intimate Care needs			
Frequency			
Key staff involved			
Equipment Health and Safety			
Communication and pupil involvement			
Special Considerations			
Date of plan		Date of review	
Action from Review			