



# Saxon Wood School

## Intimate Care Policy

Date revised: July 2023
Headteacher: Jakki Alexander
Chair of Governors: Alan Rowden
Date for review: July 2026 (or sooner if required)

### **Intimate Care**

Intimate care is any care which involves washing, touching or carrying out a procedure to private parts of the body. It might include helping with washing, toileting and dressing or continence care or menstrual management.

Most pupils can do this for themselves but some can't because of their age, physical difficulties or special educational needs.

Intimate care also includes supervision of pupils involved in intimate self-care, if this is needed.

### **Principles**

We take our responsibility to safeguard and promote the welfare of our pupils seriously. Meeting a pupil's intimate care needs is part of this. We will adhere to Section 175/157 of the Education Act 2002 and the government guidance 'Keeping Children Safe in Education' to do this.

In line with the Equality Act 2010, we will not discriminate against a pupil with a disability. A person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

We will treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.

We will ensure that all staff undertaking intimate care will do so in a professional manner, ensuring the children and staff are safeguarded at all times.

Our staff will work closely with parent/carers and professionals to share information and provide continuity of care.



Pupils with complex or long term medical conditions will have an emergency protocol implemented by the school and overseen by the School's Nursing Team.

### **Intimate care plans**

Pupils who need regular intimate care will have an intimate care plan.

(see Appendix 1)

### **Best practice**

Pupils will be supported to do as much as they can for their own intimate care needs, taking into account their age and ability.

The child's right to privacy and modesty will be respected. The meeting will consider carefully who will support the pupil with intimate care and if this needs to be more than one person. As far as possible, each pupil will have a choice about who supports them.

We will take into account safer working practice and make sure our processes are transparent.

Children requiring a hoist, will be cared for by two members of staff at all times, as outlined in individual moving and handling plans.

It is best practice to have two members of staff present when carrying out intimate care with a child. However, when this is not practical, one member of staff can carry out intimate care with children who do not require hoisting.

The member of staff must make other staff members aware of where they will be and who they are attending to. Toilet doors must NEVER be locked. Doors MUST always be ajar.

The pupil's preferred means of communication will always be used.

School staff will always explain or seek the permission of the pupil before starting an intimate care procedure, according to the pupil's age and level of understanding.

Staff will be trained in personal care (e.g. safe moving and handling practice) according to the needs of the pupil.

Staff will be aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Staff will be supported to adapt how they support individual pupils when changes happen, such as the onset of puberty and menstruation.

Only employees of the school will support pupils with intimate care (not students or volunteers). They will have the usual range of safer recruitment checks, including enhanced DBS checks.



All staff will be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

### **Record keeping**

School staff will inform another member of staff when they are going to assist a pupil with intimate care on their own.

Accurate records will be kept when a pupil receives intimate care. These will be brief but will include date, time and any comments, such as changes in the child's behaviour. It will be clear who was present in every case.

Records will be kept in the child's file and are available to parents/carers on request.

### **Safeguarding**

We recognise that pupils with special educational needs or who are disabled are vulnerable to all types of abuse. The school's child protection policy will be adhered to.

Intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. As such, best practice will be followed and staff will be encouraged to be vigilant at all times, seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills according to their age and level of understanding.

If a pupil becomes unusually distressed or unhappy about being cared for by a particular member of staff, this will be reported to the class teacher or Headteacher.

The matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted as soon as possible. Staffing schedules will be altered until the issue is resolved. The child's needs will remain of upmost importance. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, including a staff member, makes an allegation against an adult working at the school this will be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher).

The Headteacher or Chair of Governors will consult the Local Authority Designated Officer in accordance with the school's policy, 'Dealing with Allegations of Abuse against Members of Staff and Volunteers'.

If a member of staff has any concerns about a pupil's presentation, e.g. unexplained marks or bruises etc. they will report these to the Designated Safeguarding Lead immediately. A written record of the concern will be completed. A referral will be made to Children's Services, if appropriate.

Parents/carers will be asked for their consent or informed that a referral is necessary prior to this



being made. However, this should only be done where such discussion and agreement seeking will not place the child at increased risk of suffering significant harm.

### **Physiotherapy**

School staff may be asked to undertake a physiotherapy regime (such as assisting children with exercises).

School staff must only do this once the technique has been demonstrated by a physiotherapist and written guidance has been provided. The physiotherapist will observe the member of staff undertaking the exercises. These will be recorded in the pupil's support plan and reviewed regularly.

Any concerns about the regime or any failure in equipment will be reported to the physiotherapist.

### **Medical procedures**

Pupils who are disabled might need help with medical procedures such as the administration of rectal medication, managing catheters or colostomy bags.

These procedures will be discussed with parents/carers and documented in the pupil's individual healthcare plan.

They will only be carried out by staff who have been trained, or our School Nursing Team, who have the policies and procedures overseen by the NHS.

Staff will follow infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid will be trained in accordance with Local Authority guidance. If a pupil needs examining in an emergency aid situation, it is best to have another adult present, whilst respecting the child's privacy and dignity.

### **Massage**

Massage can be used with pupils who have complex needs to develop sensory awareness, tolerance to touch or to help them relax.

Massage undertaken in school will only cover the hands, feet and face of pupils in order to safeguard both pupils and adults.

Massage will be undertaken by a suitably qualified or competent adult.

### **Other policies and documents**



This intimate care policy should be read alongside Saxon Wood's

- Child protection policy
- Safeguarding Policy
- staff code of conduct and guidance on safer working practice [\[2\]](#)
- 'Whistle-blowing' policy
- Supporting pupils at school with medical conditions policy [\[2\]](#)
- health and safety policy and procedures [\[2\]](#)
- Special Educational Needs and Disability policy.
- Keeping Children Safe in Education – September 2019
- Moving and Handling policy for Children's Services [\[2\]](#)
- DfE guidance 'Supporting pupils at school with medical conditions

## **Monitoring**

This policy will be monitored by the senior leadership team and the Governing Body