



Intimate Care Policy

Bennerley Fields School

Why we have an Intimate Care Policy at our School

All pupils have a right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard both the pupils and staff, and apply to every member of staff involved with the intimate and personal care of our pupils. They aim to support good practice in personal care.

Young people with disabilities can be very vulnerable. All staff involved with their intimate/personal care need to be sensitive to each young person's needs. They should be aware that some care tasks could be open to possible misinterpretation. Everyone is safer when clear approaches and guidelines are followed. If staff have any questions or concerns they should feel confident about talking to their line manager.

Aims:

- To treat every pupil with dignity and respect and ensure privacy appropriate to their age and situation.
- To involve the pupil as far as possible in their personal care to help them reach their maximum level of independence and ensure time and choices are considered.
- To be responsive to each pupil's feelings and reactions to personal care with awareness of their sensory sensitivities.
- To make sure that practice in intimate/personal care is as consistent as possible.
- To encourage each pupil to have a positive image of their own body.
- To ensure the safety and hygiene of staff and pupils by following good practice and procedures for personal protection.

Guidance:

- Never do something that you are unsure about or don't know how it should be done. Always ask the class team members to show you and make sure everything is ready and "to hand" that you need.
- If you are concerned by something during the intimate/personal care, report it to the class or safeguarding team, depending on your level of concern. If a pupil is sore or tender in their genital area, become upset or they appear to misunderstand your action, you should report this as soon as possible to the Designated Safeguarding Lead / Headteacher.

How we implement this at School:

- Each pupil's preferences and level of need will be discussed with parents/carers on admission to school and updated as they move to their next Key Stage.
- For pupils with higher levels of personal care needs, an Individual care plan should be written and agreed by parents/carers.
- Copies of these plans should be held in the pupil's file with a second copy available for class team to share with new staff. In Primary, a whiteboard in the bathroom may provide a summary of care/level of independence each pupil has reached.
- Bathroom doors should be shut but not locked and only designated staff should enter the toilet or changing areas. No visitors should enter where pupils are being changed.
- Only pupils of the same sex can be present in the toilet or changing areas except in the Primary building (separate block). Where this happens, careful consideration should be given to ensure pupils of different ages do not share the area at the same time.
- Consistency of care through all school staff should be maintained wherever possible. They should act as part of a small team of staff to support each pupil's needs and routines in a calm and respectful way.
- Staff should always use discrete and appropriate language when referring to intimate care. Aspects of pupil's care should never be discussed in public.
- Pupils will be made aware of the formal names for body parts and bodily functions, although familial "personal" language may be respected. Talking with parents on the words they use will be valued.
- Toilet charts and rewards should be consistent with practices agreed with parents/carers.
- Use of symbol supports to guide pupils through a sequence of care or indicate the need to use the toilet should be used routinely. These should be agreed as part of their targets and shared with parents/carers.

- The health and safety of pupils and staff should be supported by appropriate use of plastic gloves/aprons, anti-bacterial sprays and handwash, disposable paper roll and hygienic disposal of nappies/conti-wipes.
- Nappies should be stored in a safe and hygienic cupboard and disposed of carefully in the appropriate bins provided.
- Parent/carers should give a written request/permission for any application of creams for personal/intimate care.
- For adolescent girls, the safe storage, provision and disposal of sanitary wear should be agreed with the pupil and parents/carers with discretion about accessing this independently and easily.
- The safety of staff and minimisation of risk of injury while providing personal care is taken seriously. Staff should avoid lifting or twisting and follow manual handling procedures and training.
- Manual handling of pupils and use of specialist equipment such as hoists, should be addressed on an individual basis through an agreed individual health and care plan.

Role of the Designated safeguarding Leads

The Headteacher has the responsibility for ensuring that the policy is implemented and reviewed in line with agreed timescales.

Concerns or incidents arising from or during intimate care procedures should be reported and recorded to a Designated Safeguarding Lead who will then follow child protection guidelines, legislation and policy.



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