



# COLNE VALLEY HIGH SCHOOL

## Intimate Care Policy

<b>Approved by:</b>			
<b>Responsible department:</b>	Colne Valley High School		
<b>Last review date:</b>	November 2024	<b>Last reviewed by:</b>	Ben Clow
<b>Last updated:</b>	[Date]	<b>Last updated by:</b>	
<b>Next review due :</b>	[Date]		

**The aims of this policy and associated guidance are:**

- To safeguard the rights and promote the physical and emotional welfare of our students and young adults.
- To provide guidance and reassurance to staff carrying out intimate care procedures.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all students and young adults.

Introduction

The issue of Intimate Care is a sensitive one and will require staff to be respectful of each individual's needs. The student's dignity should always be preserved with a high level of privacy, choice and control. There should be a high awareness of safeguarding Issues.

Staff behaviour must be open to scrutiny and staff must work in partnership with parents / carers to provide continuity of care for young people at Colne Valley High School wherever possible.

Definition of Intimate Care

'Intimate Care' can be defined as care tasks of a personal nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the intimate parts of the body. In most cases such care will involve cleaning for hygiene purposes.

Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with students and parents.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Menstrual cycle
- Washing intimate parts of the body
- Changing sanitary wear
- Supervision of a student involved in intimate self-care.

## School Responsibilities

All employed staff working with the students at Colne Valley High School must have a current enhanced DBS check. Any individual on a work placement from school or colleges or volunteers will not be involved in the intimate care of students.

Managers must ensure that all staff undertaking the intimate care of our students are familiar with, and understand the Intimate Care Policy of the school and discuss and update individual's needs with the teacher/designated safeguarding leads on a regular basis.

All staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.

Intimate care arrangements must be agreed by the SENCO, SLT, parents/carers and student (if appropriate).

If a staff member has concerns about a colleague's intimate care practice, they must report this to a member of the Senior Leadership team or a Designated Safeguarding Lead.

At Colne Valley High School, intimate care is only completed in extreme circumstances and is not common practice. Students will be offered wipes and a fresh pair of clothes to clean themselves. This will be adapted to cater for specific students with additional needs.

## Guidelines for Good Practice

All students have the right to be safe and to be treated with **dignity** and **respect**. These guidelines are designed to safeguard students and staff. They apply to every member of staff involved with the intimate care of our students. Staff involved with a pupil's intimate care need to be sensitive to their individual needs. Staff also need to be aware that students and staff are potentially vulnerable when completing intimate needs.

It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard students and staff.

- All staff who provide intimate care will treat every student with dignity and respect and ensure privacy appropriate to the student's age and situation.
- A student's independence will be encouraged as far as possible in his / her intimate care. Where the individual is fully dependent, talk with them about what is going to be done and give them choice where possible.
- All intimate care tasks should be carried out with two adults present (where possible). Intimate care will only take place in extenuating circumstances.
- Good practice in intimate care should be consistent. Effective communication between parents / carers / school ensures practice is consistent.
- As basic principle, students will be supported to develop positive self-esteem and body image. Confident, self-assured students who feel their body belongs to them are less vulnerable to abuse. The approach you take to intimate care can convey

lots of messages to a student about their body worth. Staff attitude to a student's intimate care is important, as is keeping in mind the student's age.

- Ideally, every student should have the choice of carer for all their intimate care. This is not always possible and needs to be practicable within the daily workings of the school.
- The individual student's emotional wellbeing, safety, dignity and privacy are of paramount importance. The individual should be appropriately covered, and not able to be viewed by other students.
- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the student is distressed and provide reassurance. Parents / carer must be informed about concerns and distress through an appropriate member of staff and, at times, arrangements may need to be adapted.
- Make sure all the appropriate risk reduction aids are used – apron /gloves / wipes for staff. Collect all equipment prior to intimate care procedures.

### The Protection of Students

Education Safeguarding procedures and Inter – Agency Safeguarding procedures will be accessible to staff and adhered to.

If a member of staff has any concerns about physical changes in the individual's presentation e.g. marks, bruises, soreness etc. s/he will immediately report any concerns to a Designated Safeguarding Lead. A clear record of the concern will be completed following the school's Safeguarding Policy.

Report and record any unusual emotional or behavioural response by the student. A written record of concerns must be made and kept with a Designated Safeguarding Lead.

If a student makes an allegation against a member of staff, it will be thoroughly investigated and any necessary safeguarding procedures will be followed.

Cameras or mobile phones with camera facility must not be operated in changing areas during intimate care procedures.

This policy and guidelines will be made available for all staff. Copies will be available from the Staff Room. It is the responsibility of all staff to read the document and adhere to the guidelines.

### Appendix I

#### Hygiene and infection control guidelines

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled materials to be wrapped and placed in an outside bin.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Hot air dryer or paper towels available for drying hands.

For each child with intimate care needs linked to a medical condition, a written plan will specify:

- Who will change the nappy/pad
- Where nappy/pad changing will take place
- What resources will be used (e.g. cleansing agents used or cream to be applied)
- How the nappy/pad will be disposed of
- What infection control measures are in place e.g. personal protective equipment

What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.

### **Review**

The policy will be reviewed in line with the school's review cycle. However, the LGB may review the policy earlier if the LGB receives recommendations on how the policy might be improved

DRAFT