



ASPIRE ACADEMY

INTIMATE CARE

POLICY AND PROCEDURES

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	July 2014
POLICY REVIEWED / REVISED	November 2015
POLICY TO BE REVIEWED ANNUALLY OR AS REQUIRED	

Signature: *Val Jones*

Date: 2nd November 2015

Name: Val Jones

CHAIR OF GOVERNORS

1.0 INTRODUCTION

- 1.1 It is likely that some pupils with special needs/disabilities will have some intimate care needs. Staff working/supporting such pupils will realise that the issue of intimate care is a difficult one and will require them to be especially respectful of these pupils needs.
- 1.2 Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.
- 1.3 Aspire Academy will ensure that pupils with intimate care needs will have their dignity preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to pupils will have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Aspire Academy will work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 1.4 Aspire Academy will deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.5 We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all pupils with respect when intimate care is given. No pupil should be attended to in a way that causes distress or pain.

2.0 OUR APPROACH TO BEST PRACTICE

- 2.1 All pupils who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care will be trained to do so (including Child Protection and Health and Safety training in moving and handling) and will be fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- 2.3 Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of such pupils will not usually be involved with the delivery of sex and relationship education to these same pupils as an additional safeguard to both staff and the pupils involved.
- 2.4 There will be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. The pupil is aware of each procedure that is carried out and the reasons for it.

- 2.5 As a basic principle pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can. This may mean, for example, giving the pupil responsibility for washing themselves. Individual intimate care plans will be drawn up for particular pupils as appropriate to suit the circumstances of the pupil. These plans will include a full risk assessment to address issues such as moving and handling, personal safety of the pupil and the carer.
- 2.6 Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers might need to be present when a pupil needs help with intimate care. Where possible one pupil will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- 2.7 Wherever possible the same pupil will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.
- 2.8 Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of pupils and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- 2.9 Each pupil will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

3.0 THE PROTECTION OF PUPILS

- 3.1 Aspire Academy's Child Protection Procedures Policy will be accessible to staff and adhered to.
- 3.2 Where appropriate, all pupils will be taught personal safety skills carefully matched to their level of development and understanding.
- 3.3 If a member of staff has any concerns about physical changes in a pupils presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Senior Child Protection Officer. A clear record of the concern will be completed and a referral made to the appropriate authority where necessary. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the pupil at greater risk of harm.
- 3.4 If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are

resolved so that the pupils needs remain paramount. Further advice will be taken from outside agencies if necessary.

- 3.5 If a child makes an allegation against a member of staff, all necessary procedures under Aspire Academy's Child Protection Policy and Procedures will be followed.