

Kesgrave High School – Intimate Care Policy 2016

Principles

Kesgrave High School is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Kesgrave High School recognises that there is a need to treat all students with respect when intimate care is given. The student's welfare and dignity is of paramount importance. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

Definition

Intimate care can be defined as an activity which meets the personal care needs of a student.

Examples include care associated with continence and menstrual management, as well as tasks such as help with toileting, washing and dressing. It does not include assisting with wiping intimate personal areas, but may involve prompting a student to do so.

It also includes supervision of students involved in intimate self-care.

Best Practice

All staff carrying out intimate care of students in the school must follow the procedures and advice outlined:

1. Ensure they are aware of the Safeguarding Policy and Procedures in place within the school. If concerned about a student's actions or comments whilst carrying out intimate care, this should be discussed with the school's designated person for safeguarding (Roz Coe/Teresa Rush/Elizabeth Newman and Rob Kennedy) in the first instance.
2. Use the nature of the incident/care required, and knowledge of the student to make a judgement on how many adults should be involved in intimate care. In some cases it may be advisable to have same sex adults in attendance, for the student. This could also be in cases where the student is vulnerable or where knowledge of the student or family indicates there could be difficulties/allegations made.
3. If possible a student should be assisted/supervised in a disabled toilet to allow for privacy/supervision.
4. Students should always be encouraged to carry out intimate care as independently as possible.

5. Consider the dignity of the student and allow them to make a decision on how they would like to be assisted.
6. If the student requires assistance with intimate care regularly, a care plan should be in place which is agreed and signed by their parent/carer. Two or three members of staff should be identified who will carry out this care. They should ensure that this care is shared so that the student is not always assisted by the same person.
7. When unplanned intimate care is required, a second member of staff (eg. class teacher or teaching assistant) should be informed of what is happening and if necessary assist.
8. A bag of equipment for use during unplanned intimate care will be kept in the PA to the SENCO's office in the Learning Support Department. This will contain gloves, wipes, bags for putting soiled clothing in and sanitary towels. If any of these items are used they must be replaced. Spare underwear will also be kept in the Learning Support Department.
9. If it is suspected that a student has soiled themselves and it is denied by the student, the matter should be referred to the parent/carer for advice. They should either come into school to assist the student or take them home and return them to school when they have been changed.
10. If a student has been assisted with intimate care which is not planned, a parent/carer must be contacted as soon as possible to inform them of what has happened and how the student was assisted.
11. If a student has been assisted with intimate care, this should be recorded and dated on the SIMS system by the member of staff carrying out the care.
12. Confidentiality should be maintained at all times between student, school and parent/carer.

Appendix

Roz Coe	Assistant Head Teacher, SENCO, Designated Professional for Safeguarding
Teresa Rush	Senior Student Support Officer, Alternate Safeguarding
Elizabeth Newman	Student Support Officer, Alternate Safeguarding
Rob Kennedy	Alternate Safeguarding
Lana Banham	PA to SENCO