



ARNOLD ACADEMY

INTIMATE & PERSONAL CARE POLICY

Purpose:

All children at Arnold Academy have the right to be safe and be treated with dignity, respect and privacy at all times and to be enabled to access all aspects of the school's provision. Intimate care may be needed by any child, an unexpected need may arise due to sickness, and some children may require regular assistance, especially if they have a diagnosed illness or a specific disability. This policy sets out the principles and guidelines on intimate care. It should be considered in line with Safeguarding, Health and Safety and Medical Needs policies.

In order to meet our responsibilities under the Equality Act 2010 legislation, schools must make 'reasonable adjustments' to avoid disabled pupils being put at a substantial disadvantage to their non-disabled peers. These adjustments may include the provision of personal and intimate care, and the school must ensure that disabled children are not to be treated less favourably because of their needs for such care. Disabled children should not be excluded from any activity due to incontinence nor should they be sent home to change. Parents should not be expected to attend school to deal with toileting needs unless by prior arrangement.

Schools have a responsibility to meet the needs of pupils with delayed personal development in relation to toileting, in the same way that they would meet the needs of children with delayed development in any other area.

Definition:

Intimate care is defined for this policy as care which involves bodily functions, personal hygiene or medical needs and requires the involvement of a member of staff, including direct or indirect physical contact or being present when a child is undressed or partially undressed.

Intimate personal care tasks can include:

- support with dressing and undressing;
- changing incontinence pads and other forms of protective underwear;
- helping someone access and use the toilet;
- supporting with the changing of sanitary protection;
- washing, including intimate parts of the body;
- any other procedure that requires direct or indirect contact to an intimate personal area, including application of medical treatment.

Principles

Staff should only provide intimate or personal care in accordance with a care plan or in the event of an emergency and only in accordance with the policy. The health and safety of pupils and staff will be paramount. Pupils will always be treated with respect and consideration and will not be discriminated against because of their need for additional care. The pupil's dignity will be preserved and a high level of privacy will be established.

Staff will communicate carefully with the pupil and ensure that they are given as much choice and control as possible. Children should be encouraged to participate in their care so far as they are able. Parents/carers will be informed when unplanned intimate care has been

provided and advised of the care that has been given. Where cultural or family reasons make a carer of the opposite sex unacceptable for intimate care this will be respected.

Pupils with disabilities or long term needs

Pupils with disabilities may be unable to meet their own care needs for a variety of reasons and may require regular or occasional support. Such support should be set out in a personal care plan agreed with the parents/carers and where appropriate the child.

In developing a plan, the needs and wishes of pupils and parents will be sought and carefully considered, alongside any possible constraints; e.g. staffing, health and safety, accommodation and equal opportunities legislation. Where a pupil or parent's request cannot be met, the reasons should be explained.

Personal care plan

The plan should set out in writing:

- What care is required.
- The number and names of staff needed to carry out the tasks.
- The training (if any) that staff require for these tasks.
- A full risk assessment to address issues such as moving and handling and the personal safety of the pupil and staff concerned.
- Additional equipment required (if any) and arrangements for provision of supplies (e.g. hygiene materials, spare clothes).
- The child's preferred means of communication (e.g. visual, verbal, sign). Agreed terminology for parts of the body and bodily functions.
- What tasks the child is able to do by themselves.
- Any cultural or religious sensitivities related to aspects of intimate care and how these should be respected.
- Arrangements for reporting to parents (if necessary).
- Arrangements for regular monitoring and review in accordance with the child's development and
- A record of intimate care will be maintained at school which will be made available to parents as requested.

Materials:

The school will ensure that disposable gloves and aprons, wipes and disposal bags are available for staff to use. The school will also seek to maintain a suitable stock of items which may be required in an emergency e.g. sanitary protection, towels, items of underwear and uniform. However, the school cannot guarantee to have suitable items in all sizes. Parents/carers will be expected to provide items for regular use, including a change of clothing.

Safe handling of body fluids and soiled clothing:

Body fluids will be cleaned up immediately and disposed of safely by double bagging. When dealing with bodily fluids, staff will wear protective clothing (disposable plastic gloves and aprons). Soiled children's clothing will be discretely double bagged to go home, staff will not rinse or wash soiled clothing. All staff will maintain high standards of personal hygiene, and will take all practical steps to prevent and control the spread of infection.

Approved by the Governing Body

Reviewed: July 2016

