



## Pendle Community High School & College Intimate Care Policy

### **Introduction**

Pendle Community High School and College (PCHS&C) is a Generic Learning Difficulties school with students that have a wide range of educational, medical and physical needs. This policy ensures that all staff who are responsible for the intimate and personal care of pupils will undertake the role in a professional manner, maintain dignity and take into account the pupils' individual needs.

This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000 and Keeping Children Safe in Education 2020.

### **Equality and Diversity**

PCHS&C is committed to the fair treatment of all in line with the Equality Act 2010. This policy should be implemented consistently regardless of any protected characteristics and everyone will be treated with dignity and respect.

PCHS&C takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care. The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment, that affects his/her ability to carry out normal day-to-day activities, must not be discriminated against. It is committed to ensuring that all staff, responsible for the intimate care of pupils, will undertake their duties in a professional manner and it acknowledges that these adults are in a position of great trust.

PCHS&C recognises that there is a need to treat all pupils, whatever their age, gender, disability, religion or ethnicity, with respect. The pupil's welfare and dignity are of paramount importance and they will be provided with a high level of privacy, choice and control. Pupils with additional needs can be especially vulnerable and staff involved with their intimate care need to be sensitive to their individual needs.

### **Definition of intimate care**

Care tasks of an intimate nature are associated with bodily functions, bodily products and personal hygiene which involve direct or indirect contact with, or exposure of, the intimate parts of the body.

'*Intimate care*' can be defined as any care which involves washing, touching or carrying out a procedure to the intimate, personal areas which most people usually carry out themselves, but some pupils are unable to do because of their physical difficulties or other special needs.

Intimate care can include:

- Oral care
- Washing of intimate body parts
- Toileting/changing
- Menstrual care
- Supervision of children in intimate self-care
- Catheter, stoma care
- Applying/renewing dressings/creams to intimate parts of the body

### **Definition of personal care**

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.

Personal care tasks specifically identified as relevant include:

- Feeding, including enteral feeding
- Oral care – teeth brushing etc.

- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.
- Positive Handling

### **Principles of intimate care**

The following are the fundamental principles upon which this policy is based and, demonstrates that every child and young person has the right to:

- feel and be safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted in their own intimate care to the best of their abilities
- express their views on their own intimate care and to have such views taken into account
- have levels of intimate care that are as consistent as possible

### **Safeguarding**

All children and young people have the right to be safe and to be treated with dignity and respect. Children and young people with Special Educational Needs and Disabilities (SEND) can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. PCHS&C adheres to Safer Recruitment procedures to safeguard the children and young people and ensure that all staff have been enhanced DBS checked. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to the setting's policy and procedures should safeguard children, young people and practitioners.

### **Staff involved in intimate care**

All staff are trained in safeguarding, moving and handling, and managing epilepsy, including administration of rescue medication. Class staff who are familiar with our students will undertake the majority of the intimate care routines. Some pupils may, for reasons of dignity, prefer the person delivering their care to be of the same sex and wherever possible these requests will be accommodated.

The majority of staff are female and they will carry out intimate care routines with male and female pupils. There may be some situations where a male member of staff is preferred for a male pupil.

### **Health and safety**

Procedures are in place for dealing with spillages of bodily fluids such as when a child accidentally wets or soils themselves or is sick while on the premises. The same precautions apply for nappy/pull ups/changing.

Staff will wear PPE that is appropriate to the task and should include:

- wearing fresh disposable aprons and nitrile gloves while changing a child.
- wearing fresh disposable aprons and nitrile gloves when undertaking enteral feeds.
- Soiled products will be disposed of appropriately using a double bag system, all waste must go in a white bin liner, tied, this is then placed in the yellow bin liners in the bins provided in the hygiene rooms. These are removed daily by Engie.
- Staff and pupils to follow handwashing guidance.
- Changing area/ toilet to be left clean and tidy using the spray provided, once staff have read and understood any COSHH advice for the product.

All staff have received training on how to dispose of PPE safely. Thorough washing of hands must be done

before and after any use of PPE. Staff are aware of best practice regarding infection control.

### **Procedures**

All pupils who require intimate care are treated respectfully at all times; the pupil's welfare and dignity is of paramount importance. Staff will work in close partnership with parents and carers to share information and provide continuity of care. Staff who provide intimate care are trained to do so.


Staff will be supported to adapt their practice in relation to the needs of individual pupils, with consideration given to developmental changes such as the onset of puberty and menstruation. The school nurse is also able to offer advice around continence, menstruation and puberty.

Effective communication is essential to promote independence, awareness of procedures and control for the pupil. Interaction with each pupil is through their preferred method of communication e.g. verbal, signing, symbolic etc. to discuss the pupils' needs and preferences. Staff will encourage each pupil to be as independent as possible throughout the process.

Each pupil's right to privacy will be respected and careful consideration is given in determining how many staff are needed to support correct moving and handling procedures. Practice in intimate care must be consistent. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared on a need-to-know basis. Staff involved in the delivery of intimate care must be vigilant in their observations about physical changes in a pupil's presentation and report any concerns to the Designated Safeguarding Lead (Claire Endersby – Assistant Head).

This policy should be read in conjunction with:

- Whole School Safeguarding and Child Protection Policy.
- Guidance for Safer Working Practice
- Safer Recruitment Policy
- Health & Safety Policy
- First Aid Policy
- Moving and Handling Policy
- Administration of medication
- Behaviour Policy

<b>Policy approved by governors:</b>	January 2024
<b>Review Date:</b>	December 2024
<b>Signed:</b> T Ashton, Chair of Governors	
<b>Signed:</b> D Grogan, Head Teacher	