



## Redbridge High School INTIMATE CARE POLICY

At Redbridge High School there are a significant number of pupils who need support with their personal care needs. Redbridge caters for PMLD, SLD and Autistic pupils. Pupil's needs will vary dependent on their physical and cognitive characteristics but the same principles apply for all groups.

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

Redbridge High School takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care.

The school recognises that there is a need to treat all pupils with dignity and respect when intimate care is given. Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **Our approach to best practice:**

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.
- Every pupil who has a manual handling need has a Manual Handling Risk Assessment which covers the handling procedures for that pupil in the bathroom during personal care routines.
- A pupil with handling needs will have 2 staff members supporting them with their personal care needs.
- All staff are aware of the importance of "not talking across a pupil."
- All pupils will be supported to achieve the highest level of independence possible in their personal care e.g. a pupil may only require a verbal prompt to wash their hands after using the toilet.
- Where specialist equipment and facilities, above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Individual care will be discussed with medical teams and parents for any pupil requiring regular intimate care. This is discussed as part of the annual review process and informally with class teachers and area heads.
- Continence nurse specialists will be available to give advice to school as requested through education and medical staff.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the medical care plan kept with the medical staff.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter (not via the home school diary)

The majority of the staff team are female but wherever possible staff will provide intimate care for an individual of the same sex. Unless it is a health and safety issue a male member of staff would not provide intimate care for a female pupil.

### **Child Protection:**

The Governors and staff of Redbridge High School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

It will be reviewed November 2013

**Maire Rooney**

**November 2011**