

SPTA Intimate Care Policy

Key points

- Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. It also includes supervision of pupils involved in intimate self-care.
- Meeting a pupil's intimate care needs is one aspect of safeguarding.
- All staff undertaking intimate care must be given appropriate training.
- Pupils who require regular assistance with intimate care must have either a written Individual Education Plan (IEP), an Individual Health Care Plan (IHCP), an Education Health and Care (EHC) plan or an intimate care plan. This written plan should be agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.
- Where an IEP, IHCP or EHC plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter, not through the home/school diary. Any soiled clothing should be discreetly returned to parents or carers.
- Accurate records should also be kept when a child requires assistance with intimate care. As a minimum, this record should include the full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case.
- All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.
- An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.
- Adults who assist pupils with intimate care **must be SPTA employees** not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks. The Principal is responsible for ensuring that this requirement is implemented.
- All staff should be aware of the Academy's approach to confidentiality. Sensitive information will be shared only with those who need to know.
- Health & Safety guidelines should be adhered to regarding waste products. The SPTA Facilities Team can provide advice regarding the disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.
- No member of staff may carry a mobile phone, camera or similar device whilst providing intimate care. Any breach of this requirement will be dealt with under the SPTA Disciplinary policy.
- Pupils who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP, IHCP or ECHP that a member of the Academy staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. The physiotherapist should observe the member of staff applying the technique. Under no circumstances should Academy staff devise and carry out their own exercises or physiotherapy programmes.