



# Parkhall Integrated College

## Intimate Care Policy

Agreed by Board of Governors: November 2021

To be reviewed: November 2024

### Rationale

Pupils at the college may require support in personal care. Those with physical disabilities, and learning difficulties may require assistance in managing their personal needs. Other pupils, because of accident or illness, may also at some time require such assistance. Many pupils have support staff to assist them in all aspects of school life including personal care, while others may rely on the help and goodwill of staff and peers.

### Purposes

The aim of this policy is to provide guidance in the procedures that:

- Safeguard the dignity, rights, and well-being of pupils;
- Provide guidance and support to staff; and
- Reassure parents that their children are cared for and protected.

### Guidelines

#### Definition of intimate care

Intimate care is any assistance that involves touching a pupil while carrying out a procedure that most pupils are able to do for themselves, but some are unable to manage without help. This may involve help with eating, drinking, dressing, and matters of personal hygiene such as washing and toileting. In some instances, more specialised intimate assistance may be needed for children with physical or medical difficulties.

#### The Pupil

- The pupil has the right to assistance that respects his/her dignity, and to feel safe when being moved or handled.
- The pupil has the right to feel comfortable with the adult's assisting him/her, and to make it known if this level of comfort is disturbed.
- The pupil should be encouraged to engage in the care procedure, to know what is happening, and give permission at each stage.
- The pupil should be encouraged to work towards independence, and helped to do so as much as possible for him/herself.

#### The Parents

- Parents have the right to information regarding school policy and procedures designed to meet the needs of their child. The school should work closely with parents to ensure that all aspects of the care procedure are shared and understood.
- Parents have a responsibility to ensure that all relevant information is provided to help the school assist their child in an appropriate way. Parents should meet the adult/s who will provide intimate care to the child, and be informed of the school's arrangements in the event of this person/s being absent.
- Parents should consider alternative arrangements to allow the child to participate in school activities (PE, examinations, performances, swimming, sports day, etc.), and activities outside school (field trips, educational visits, transport, etc.).
- The school should gain written permission from parents for the care to be provided (Appendix 1).

#### Confidentiality

- Information regarding agreed procedures must be treated confidentially and recorded/held only in the pupil's school file. Information should not be disclosed or discussed with any adults other than those with responsibility for the pupil's personal care, and should not be referred to in the presence of other pupils.
- Care should be provided at agreed times, at the pupil's request or in response to an agreed signal. Staff should make themselves familiar with the pupil's manner of communication, whether verbal, sign or eye contact.
- Appropriate terminology for parts of the body and bodily functions should be clarified between the pupil, parents, and his/her assistant/s.

### Writing an intimate care plan

- The plan should have the pupil's safety, privacy, and dignity as paramount (Appendix 2).
- The plan should include:
  - Clear information regarding the assistance to be provided;
  - The method of communication to be used by the pupil;
  - The named person/s with responsibility to assist the pupil;
  - The timetable, if possible, when assistance will be provided;
  - Arrangements in the absence of the named assistant/s;
  - Arrangements for school events and activities;
  - The means by which the arrangement will be monitored;
  - Strategies to prevent or deal with questions/comments from other pupils; and
  - The maintenance of a record of assistance (Appendix 3).
- While it is recommended to have two members of staff assisting the pupil, this level of resourcing may not be available, and while the introduction of a second assistant may be perceived as providing protection against allegations of abuse, it can also further erode the pupil's privacy.
- If the plan has been agreed and signed by parents, staff, and pupil if appropriate, it is acceptable to have one assistant unless there are implications regarding safe handling.
- Two persons are required to assist if a hoist is being used. In this case the second person should be identified and made known to the pupil and parents.
- Alternative arrangements must be in place in the absence of one or both of the named staff. However, the school should be aware that the introduction of other staff to the care context without prior arrangement can increase the vulnerability of the pupil and adults.
- The plan should specify the assistance to be provided as clearly as possible e.g. undressing/cleaning the pupil, changing a nappy, holding pupil in position, etc.
  - The assistant/s should talk to the pupil throughout the procedure e.g. "I am going to help you undress", "I am using a wipe to clean your bottom".
  - The assistance should be rehearsed in the bathroom with the parent/s present to ensure clarity. Following this there should be no change to what has been agreed.
- Teachers should be made aware of the care timetable, particularly if the pupil needs
- to be absent from class, and should be aware of the approximate time the procedure should take. The assistant/s should ensure their return to the classroom is noted.
- The plan should be signed by all contributors and reviewed annually or when the needs of the pupil change.

### Training and resources

- Guidance/advice may often be provided by the pupil's parent, and/or the pupil him/herself.
- All staff providing personal care must have received pupil protection training. Specialised training may be required if the pupil uses a wheelchair, hoist, colostomy bag or requires an invasive procedure such as rectally administered medication. This training may be arranged through the Children and Young Peoples Services Directorate of the EA, and the Health Trust School Health Teams.
- The college's arrangements in the absence of named assistants should involve only members of staff who have undergone the appointment procedure, including background scrutiny. **Casual substitute staff should not provide intimate care in the school setting.**
- The college will endeavour to provide appropriate accommodation that ensures privacy for the pupil, and is sufficiently spacious to accommodate any other equipment the pupil may need, such as a changing bench or hoist. The provision of appropriate accommodation and equipment should be arranged in conjunction with the Children and Young Peoples Services Directorate of the EA.
- The college will endeavour to provide resources to ensure that procedures are carried out hygienically. This may include disposable aprons, gloves, wipes and medicated hand washing products.
- Additional requirements may include labelled bins for the disposal of soiled waste; items such as needles, catheters, etc., and arrangements for the collection of such waste. This can be arranged through the Operations and Estates Directorate of the EA and the District Council.
- Schools will ensure that the assistant has a means of attracting attention and assistance in an emergency.

### Vulnerability to abuse

- Pupils should be encouraged to recognise and challenge inappropriate assistance, and behaviour that erodes their dignity and self-worth.

- However, the following factors may increase a pupil's vulnerability:
  - Experience of multiple carers;
  - The inability to distinguish between assistance and abuse; and
  - The inability to communicate.
- While adults are protected by their adherence to procedure, the following factors may increase their vulnerability:
  - The possibility of accidents;
  - The possibility of misunderstanding or misinterpretation; and
  - The possibility of the pupil becoming aroused.
- The college will ensure that the programme of assistance is monitored and both pupil and adult given the opportunity to report any concerns that they may have. The school's designated teacher for child protection may be the most appropriate person to undertake this responsibility.

Taken from: "Guidance on the provision of intimate care to children and young people at school"  
(<https://www.eani.org.uk/sites/default/files/2018-10/Guidance%20on%20the%20provision%20of%20intimate%20care.pdf>)

### **Other Relevant College Policies**

The school has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other school policies including:

- *Child Protection and Safeguarding*
- *Pastoral Care*
- *Anti-Bullying*
- *Positive Behaviour*
- *Use of Reasonable Force*
- *Acceptable Internet Use*
- *Educational Visit and Residential Procedures,*
- *Emergency Evacuation Procedures,*

**These policies are available to parents and any parent requiring a copy should contact the School Office.**

**Chair of Board of Governors: - M. Alexander**

**Date 22/11/2021**

Appendix 1

**Parkhall Integrated College**

**Permission for intimate care**

Name of Pupil	
DoB	
Address	
Parent/Guardian	
<p>I/we give permission for the assistance detailed overleaf to be provided to my/our child, and will advise the school of any change that may affect this provision.</p> <p>Signed: Date:</p>	
<p>I, the child, give permission for the assistance detailed overleaf to be provided to me.</p> <p>Signed: Date:</p>	

Appendix 2

Parkhall Integrated College

Intimate care plan

<b>Pupil:</b>	<b>DoB:</b>	
<b>Diagnosis:</b>		
<b>Assistance:</b>		
<b>Attach Timetable:</b>		
<b>Persons assisting:</b>		
<b>Alternative arrangements:</b>		
<b>Location/equipment:</b>		
<b>Designation</b>	<b>Signed</b>	<b>Date</b>
Parent		
Pupil		
Assistant/s		
Principal		

Appendix 3

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Intimate Care Record for \_\_\_\_\_

Date	Time	Need met	Signature 1	Signature 2