



## INTIMATE CARE POLICY

### Rationale

Intimate care is physical care that may be a potential source of embarrassment to the student, parent or caregiver. Students at Manor Green School may require occasional or full time intimate care. Individual students and their parent's views will be sought regarding the normal routines and recorded in their Care Plans. However, this will not govern emergency procedures, where speed of action may preclude the adherence to stated preference.

### Aims

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all students that complies with their wishes, as stated in their Student Passport.
- To ensure all adults providing intimate care are aware of student's individual needs and routines as stated in their Student Passport.
- To ensure all adults providing intimate care are protected by the knowledge that the parent's and / or student's views have been sought, as recorded in the Student Passport.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.
- To provide the appropriate guidance / information / training for staff regarding the manual handling of students when intimate care is needed.

### Guidelines

- All intimate care procedures must be conducted with two members of staff in presence.
- Any special requirements including specific gender requests, or concerns relating to intimate care should be identified and documented within the student's Student Passport.
- A student's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, respect, dignity, sensitivity and in an unhurried manner, appropriate to individual needs.
- Appropriately trained staff should deliver the intimate care required.
- Staff should use gloves and aprons to protect themselves and any materials used should be disposed of in the clinical waste bins.
- Beds should be covered with blue roll, which is disposed of after each use and the bed wiped down with disinfectant surface wipes after each student.
- The carer should select an appropriate environment to deliver intimate care/meet the student's toileting needs.
- Wherever possible students should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this.

- The care to be delivered should be explained to the student in a manner appropriate to their age and level of understanding.
- Staff should respond as soon as possible to meet the student's needs with regard to personal hygiene.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care.
- Staff should document any adverse or unusual reactions exhibited by the child/adolescent during any intimate care procedures. These concerns should be reported to the class teacher and/or Head of Care as appropriate, the delivery of further intimate care should be re-assessed if necessary.
- Should staff have cause for concern regarding child protection issues, the Safeguarding Children (Child Protection) Policy procedure must be followed.
- All intimate care must be carried out with due regard to the People Handling requirements/regulations and in such a way that the staff remain safe.

### Menstruation

- Students should be encouraged to change pads frequently and to dispose of them properly in the clinical waste bins.
- Students who are unable to perform this task independently, should be supported frequently and in a dignified manner.
- Staff should use gloves and aprons to protect themselves and any materials used should be disposed of in the clinical waste bins.
- Staff should recognize the signs of pain or discomfort. They should reassure the student and with parental consent, administer pain relief if necessary with due regard to dosage intervals
- If students ask questions about why they are menstruating, staff should answer honestly, taking into account the level of understanding and subsequently inform teachers and parents of the students' need to discuss the subject.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the School Bus Compliance Manager
- the Staff Handbook
- meetings with parents
- meetings with staff
- communications with home such as weekly newsletters and end of term newsletters
- Headteacher's reports
- information displays in the main school entrance

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

## Review and Monitoring

This procedure shall be subject to periodic review.

The Governing Board approved this policy on date: 17<sup>th</sup> May 2023

Signed: Richard Pelly, Chair of Governors

Signed: Joolz Scarlett, Headteacher