



NAME: Personal and Intimate Care Policy

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Personal Care Policy

1. ABOUT THIS POLICY

At Chatsworth High School and Community College, we undertake personal care and intimate care. We define personal care as dressing and undressing, hydro, general change of clothes when necessary. We define intimate care as supporting young people with toileting and bathroom care.

It is important that each individual's dignity should be preserved with a high level of choice and control during assisted personal care. There shall be a high staff awareness of Safeguarding and Child Protection (see Safeguarding and Child Protection Policy) and all staff responsible for the intimate care of pupils will always undertake their duties in a professional manner.

The following policy is intended to provide clear guidance to all members of our school community in achieving this highest standard.

Ethos

At Chatsworth High School and Community College, we believe that all students are entitled to the highest standards of personal and intimate care in which each individual's right to privacy and independence is respected.

- There must be careful communication with each pupil who needs help with personal care in line with their preferred means of communication, including the use of objects of reference, symbols and/or sign in conjunction with verbal communication, to discuss their needs and preferences.
- Where the pupil is of an appropriate age and level of understanding permission should be sought before starting a personal and intimate care procedures.

- Parents and carers will be required to send in appropriate products to support with personal and intimate care. The school will have a small supply; however, parents and carers are expected to replenish stock when required.
- The school will work with parents and carers to ensure a consistent approach is carried out with personal and intimate care.
- Staff who provide personal and intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all pupils in a way that reflects their ages and understanding.
- Staff should ensure that independence is being promoted at appropriate opportunities, including choice making as well as practical personal skills. This often links to an individual's EHCP targets and our curriculum offer.
- Wherever possible, the pupil's wishes and feelings should be sought and taken into account.
- Every child's right to privacy and modesty will be respected.
- Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care.

SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity.

- An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.
- The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

- Adults who assist pupils with personal care should be employees of the school, not students or volunteers, and therefore, have the usual range of safer recruitment checks, including enhanced DBS checks.
- Supply staff may assist with personal care if they are accompanied by a permanent member of school staff.
- All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.
- Health & Safety guidelines should be adhered to regarding waste products, regular collection of clinical waste is undertaken and the appropriate receptacles must be used.
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Members of staff have an ethical obligation and a legal duty through the agencies of their 'duty of care' to ensure that these fundamental rights are protected at all times.

Objectives

Our objectives in this area are to provide students with safe, dignified and comfortable personal and intimate care support which follows of continuum of need spanning from total care support to full independence. At all times and in all circumstances, members of staff must endeavour to be minimally intrusive and promote the dignity and independence of young people. All members of staff must be conscious of safeguarding policy and procedure whenever addressing pupils', students' and learners' care needs.

Members of staff must also be acutely aware of the health and safety implications of their practice and ensure that they adhere to the school's *Health and Hygiene Protocol* outlined below. Failure to adhere to this guidance will be seen as a breach of school policy and a neglect of an individual's duty of care and will therefore result in disciplinary action being taken.

Health and Hygiene Protocol.

Practice in this area is regulated by the following principles:

1. All staff involved in the personal care of students are required to hold an enhanced DBS check, including the Adult Barring List for those providing personal care to learners 18 years of age or older, which must be recorded on the school's single central record.
2. A maximum degree of dignity will be assured at all times in line with the ethos outlined above.
3. For pupils, students or learners who use toilet areas independently a thorough assessment of the degree of support required for that individual must have been undertaken by the individual's class teacher. Any concerns or specific issues related to that young person must be noted in either their individual risk assessment or in a positive behaviour support plan.
4. Pupils, students or learners using the toilet who are accompanied by members of staff will be given as much personal space and independence as is considered appropriate for that individual in accordance with their individual risk assessment or positive behaviour support plan.
5. Toilet doors will be closed whilst pupils, students or learners are using the toilet. The young person using the toilet must not be visible from

public areas. Cubicle doors may be left ajar to enable staff to supervise pupils where appropriate.

6. Screens must be used in changing areas to ensure that privacy is respected.
7. Members of staff must wear protective gloves and aprons when changing a young person's hygiene pad or assisting with cleaning intimate areas. These must be discarded before leaving the room.
8. Any soiled items must be thoroughly sluiced before being either sent home or washed in school.
9. Staff must thoroughly wash their hands after completing intimate care. Pupils should be encouraged to wash hands (with various levels of support) and develop independence skills.
10. Food and drink must not be consumed in the bathroom.
11. Pupils', students' or learners' hygiene pads, clothes and personal hygiene equipment such as brushes, combs, flannels and toothbrushes will be kept in clearly marked individual containers within the toilet, changing areas or individual named lockers.
12. Pupils', students' or learners' moving and handling programmes must be adhered to at all times.
13. Members of staff must ensure that the toilet area is left in a clean and safe condition after use.
14. All members of staff must follow the school's Health and Hygiene protocol. Failure to adhere to these procedures will result in disciplinary action.

Conclusion

The entitlement of all students to safe, dignified and comfortable personal and intimate care is a fundamental right. Pupils, students and learners at Chatsworth High School and Community College are extremely vulnerable and their protection and wellbeing is the primary obligation of the school. This policy endeavours to determine that all students will at all times be safe, treated with dignity and be comfortable throughout any personal and intimate care procedures. This policy should be read in conjunction with all of Chatsworth High School and Community College's policies particularly our Safeguarding and Child Protection Policy.