



# **Intimate Care Policy**

**Review Date**

**March 2020**

## **INTIMATE / PERSONAL CARE**

Castle Tower School caters for pupils with special educational needs in the North Eastern area of the Education Authority. The school provides education for pupils from 3 to 19 years old with a wide range of barriers to learning.

At Castle Tower we celebrate the talents of each individual and strive to improve the quality of each person's life by developing confidence, tolerance, honesty, happiness and curiosity. We aim to develop within each individual the skills they require for a full and happy life and help them to be independent, ambitious and look forward with hope to the future.

The nurturing ethos of the school contributes to a safe, caring and happy environment where children are supported to help them overcome any barriers to learning.

At Castle Tower we encourage our young people to become involved in discussions and decisions on school life that affect them. We want our pupils to be self-motivated and take responsibility for their own learning and we use a range of strategies to promote this.

At times pupils may need intimate care procedures carried out. Intimate/personal care may be defined as an activity required to meet the personal care needs of an individual child in partnership with the parent, carer and the child. Parents have a responsibility to advise on the intimate care needs of their child. Intimate/personal care can include:-

- *Washing;*
- *Dressing / undressing;*
- *Toileting/Toilet Management;*
- *Oral care;*
- *Menstrual care;*
- *Feeding;*
- *Procedures such as enemas, suppositories, catheterization, enteral feeding (nasal, gastrula and peg- Only trained staff within Castle Tower should undertake these procedures.)*
- *Catheter and stoma care*
- *Supervision of a child involved in intimate self care*

*All staff may have to undertake the intimate/personal care of children. Staff should always maintain the child's dignity, and their own protection by ensuring, that another adult is present. Where a pupil requires intimate / personal care on a regular basis, parents/carers will be asked to complete a consent form once and an intimate care risk assessment will be drawn up by school. The risk assessment must then be signed by parents. However, if a pupil should require such assistance in a one off situation, staff will undertake the care and inform the parent/carer. (Parents are asked to give permission on data capture forms at the start of every year.)*

*In the case of pupils showering, in school, after swimming or in another setting, staff should ensure that pupils behave in a socially acceptable way. Where a pupil may require assistance with showering / washing, the pupil should always remain partially clothed (swimming trunks, bathing costume ) and there should ALWAYS be another member of staff present.*

*In some cases additional health/care staff may be accompanying a child in school. In such an instance, these staff should work jointly with staff in the room.*

Volunteers and students from other schools/NRC should not be involved in intimate/personal care procedures.

If a staff member has concerns about a colleague's intimate care practice they must report this to their principal/DT.

If staff have any concerns whilst providing intimate care to a child they must report their concerns.

All staff must follow basic hygiene procedures and have access to protective, disposable gloves.

This policy has been developed following guidelines in Intimate Care Policy and Guidelines regarding children. Refer to guidelines for more information.

This policy has been developed as a separate policy from the safeguarding and child Protection Policy. It has been adopted by the Board of Governors.