



Castle Tower School

Intimate Care Policy

Date Ratified by Board of Governors	February 2025
Review Date	February 2027

Castle Tower welcomes pupils aged 3-19 who face a wide range of barriers to learning. Educational opportunities are provided within our Nursery, Primary, Secondary and Post 16 departments.

Our Vision

Vision:

To be a leading light in special education through educating, nurturing and inspiring all our school community.

Mission:

Castle Tower School is committed to creating a community which:

- Ensures everyone is safe and included
- Always learns
- Promotes independence and resilience
- Celebrates achievements
- Looks forward with hope to the future

Everything we do is driven by our core values:

- Child-centred
- Nurturing
- Fun
- Team work
- Inclusive
- Independence

Our Ethos

Castle Tower strives to create a caring community in which every member feels valued, supported and happy. All staff work to maintain an ethos in which fairness, tolerance, compassion and forgiveness permeate all relationships within the school community. High standards of respect, self-discipline, commitment and sensitivity are sought and everyone is encouraged to set and achieve the highest personal, academic and social goals. The safety, welfare and development of everyone in our school community is of paramount importance to all staff and Governors.

At Castle Tower, there is continued development of the quality of the teaching and learning environment. Resources are used efficiently. Opportunities are created for learning in co-operative and interactive settings. Pupils are presented with challenging as well as stimulating teaching and learning opportunities. Staff at Castle Tower seek close working relationships with other providers and services throughout each stage of our pupil's education and through the transition stage to further education and life after school.

Intimate/Personal Care

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
- 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/carers. (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 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 the principal or a member of the child protection team.

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 as a separate policy from the safeguarding and child Protection Policy