



# Appendix to Intimate Care Policy January 2020

*Office use*

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**REDGATE PRIMARY ACADEMY/ YEOMAN PARK ACADEMY**  
**INTIMATE CARE POLICY**

#### INTRODUCTION

A significant number of pupils and young adults in our care at both Redgate School and at Yeoman Park Academy are likely to require a high level of assistance with their intimate care. These are our most vulnerable pupils and students and we must, at all times, have due regard for their dignity and individual rights.

We have a duty of care which includes the provision of intimate personal care and protection from abuse. It is for this reason that this Policy document will outline clear, concise and unambiguous guidelines for working effectively and safety in this area of the school. The following Aims and Guidelines will serve as protection for both staff and students.

#### AIMS

- To provide as high a level of continuity of personal care as is possible bearing in mind the split between home and school and staffing levels in school
- To ensure that intimate care is carried out by a limited number of named staff who are well known to the student, familiar with the student's individual needs and trained for the task. (It should not be carried out by supply staff or students, volunteers and new members of staff should be carefully supervised during training).
- To ensure that the environment in which intimate care is provided matches the needs of the student
- To view intimate care as 'intimate assistance' as this gives the initiative to the student. Whatever effort they make in cooperating takes away the obligation of care and puts it in the context of assisting their efforts at personal independence
- To ensure staff are given guidance as to how to respond to sexual arousal when intimate care is taking place.
- To ensure that during out of school activities necessary intimate care will be given with the same standards of privacy and dignity

#### GUIDELINES

The personal and intimate care plan must be written in consultation with parents/carers/legal guardian, children and young people and appropriate consent given for procedures within it.

1. Where a personal and intimate care plan exists this information must be shared with all relevant Services upon request
2. Relevant staff will have access to guidance and ongoing training that supports good working practice which complies with health and safety legislation. Staff will also have access to a set of procedures detailing individual personal and intimate care tasks including how to manage

children and young people who refuse to comply with previously agreed interventions

3. All staff working with children and young people will have been through an appropriate safer recruitment process
4. The environment will be clean and hygienic when delivering intimate care
5. The environment will feel comfortable and safe when delivering intimate care
6. When students need changing, this should be done as soon as possible.
7. The student will be told what is going to happen to them, what is happening and when the task is completed. The language will be age appropriate. The student's agreement will be sought at all stages of the intimate care task.
8. Standardised signs, symbols and objects of reference for materials used in intimate care will be used to avoid ambiguity and ensure clarity of intention
9. The quality of touch will be supportive and affirmative – never rough and insensitive. Voice tones will be 'professional' and standardised within teams
10. A sensitive but impersonal attitude will be used when dealing with private bodily parts and functions to avoid potentially undignified situations
11. Except when carrying out hygiene procedures, private body parts will not be touched
12. Any cultural or religious guidelines will be followed in consultation with parents/carers
13. Correct terms for body parts will always be used. This will be discussed with parents/carers so the student will not be confused
14. Sexual arousal will be responded to by, if possible, halting physical contact and giving a standardised verbal response (decided in teams)
15. Out of school activities will be planned with due regard to the location and availability of toilets and changing areas
16. There will be regular, open discussions of issues and concerns arising from the provision of intimate care in team meetings
17. Staff who have responsibility for the provision of intimate care will have ongoing training and supervision within the area of Personal and Social Development
18. The use of creams and lotions will not be used during intimate care unless these have been specifically sent from the student's home, clearly labelled with the students name on it. These should not be used on any other student

