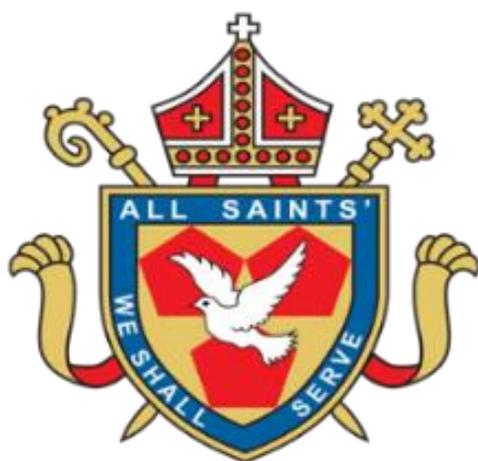


# All Saints' Catholic Voluntary Academy

## Personal and Intimate Care Policy



### Approval

Approved by	Approval date	Review Date
Governors	June 2021	June 2024

# POLICY FOR PERSONAL & INTIMATE CARE

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## 1. INTRODUCTION

**1.1** All Saints' Catholic Voluntary Academy is committed to the provision of care that is high quality and meets the individual needs of children and young people and embraces the Special Educational Needs and Disability Code of Practice (20155), the Equality Act 2010, and the United Nations Convention on the rights of the child.

**1.2** This policy applies to all staff undertaking personal and intimate care tasks with children and young people. All staff should be familiar with the child or young person and have undergone a CRB check.

**1.3** All Saints' Catholic Voluntary Academy is committed to providing personal and intimate care where it has been recognised as an assessed need and where it is recorded in relevant assessments and/or care plans.

**1.4** Every child and young person should be encouraged to care for themselves as much as they are able.

**1.5** All Saints' Catholic Voluntary Academy accepts that there will be extraordinary circumstances, following a careful risk assessment where a child or young person's personal care cannot be met in a particular activity. In such circumstances an alternative will be sought.

## 2. AIMS

**2.1** The aims of this policy are:

- To ensure that children and young people are consulted and encouraged to participate in decisions about their personal and intimate care.
- To safeguard the rights of children and young people, and staff who are involved in their personal and intimate care.
- To ensure there is a system for producing Intimate Care Plans for children And young people who require personal and intimate care.
- To ensure that all staff who are involved in personal and intimate care have access to training enabling them to implement the child or young person's intimate care plan and all relevant procedures.

- To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people.
- To ensure the continuity of care through the sharing of information between parents/carers/legal guardians and involved professionals.

### **3. DEFINITIONS OF PERSONAL CARE**

**3.1 Personal Care** is defined as those tasks which involve touching, which is more socially acceptable as it is non-personal and not intimate. Personal care usually has the function of helping with personal presentation and enhance social functioning. This includes shaving, skin care, applying external medication, feeding, administering oral medication, hair care, brushing teeth, applying deodorant, dressing and undressing, (clothing), washing non-personal body parts, prompting to go to the toilet.

**3.2 Intimate Care** is defined as those tasks associated with bodily function, body products and personal hygiene which demand direct or indirect contact or with exposure to the genitals including dressing or undressing, (underwear), helping with the use of the toilet, changing continence pads (faeces and/or urine), bathing/showering, washing personal and intimate parts of the body, changing sanitary towels or tampons, inserting suppositories, giving enemas.

### **4. STAFF TRAINING**

Staff who carry out intimate and personal care will receive training to support individual care plans which will promote:

- Dignity, respect and privacy
- A positive image of the child/young person's body
- An awareness that intimate tasks must be carried out in an age appropriate way.

Additionally, staff will be required to undertake training in the wider context including

- Safeguarding
- Health & Safety
- Moving and Handling

### **5. PROTECTION OF CHILDREN YOUNG PEOPLE AND STAFF**

All Saints' Catholic Voluntary Academy will ensure that all children and young people's personal and intimate care needs are met.

**5.1** Parents/carers/legal guardian have the prime responsibility for their child's health and must provide All Saints' Catholic Voluntary Academy with information about their child or young person's intimate care needs. This information will be sought through an assessment of the child or young person's needs and subsequent personal and intimate care plans will be drawn up with regular review dates.

**5.2** The personal and intimate care plan (Appendix 1) will be written in consultation with parents/carers/legal guardian, children and young people and appropriate consent given for procedures within it. Every effort will be made to assist those children and

young people who are not able to communicate easily to participate in their care planning.

- 5.3** Where a personal and intimate care plan exists this information may be shared with relevant services in line with All Saints' Catholic Voluntary Academy procedures.
- 5.4** Where a personal and intimate care plan does not exist, All Saints' Catholic Voluntary Academy in conjunction with parents/carers/legal guardians will identify the need ensure that a plan is completed, or where the child or young person's needs or circumstances change.
- 5.5** Parents/carers/legal guardian will be consulted and their views respected in terms of the personal and intimate care provided for their child or young person. Procedures will be discussed with the family to ensure consistency of care and support to encourage the development of personal and intimate care skills for their son or daughter.
- 5.6** There is no legal or contractual duty that requires school staff to undertake personal and intimate care procedures. However, this may already be a specific requirement in an individual job description or staff may formally elect to support children and young people in this way. In these circumstances staff will be informed of the specific types of personal and intimate care that they will be required to carry out and be appropriately trained.
- 5.7** Relevant staff will have access to guidance and ongoing training that supports good working practice which complies with health and safety legislation. Staff will 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.
- 5.8** All staff working with children and young people will have been through an appropriate safer recruitment process.
- 5.9** In recognition of the vulnerability of disabled children and young people All Saints' Catholic Voluntary Academy will follow the Nottinghamshire Safeguarding Children Board Safeguarding Children Procedures and the Safeguarding Disabled Children and Young People: Practice Guidance must be accessible to all staff and adhered to.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.

All staff will be required to confirm that they have read the school policy for clarification of practices and procedures.

**5.10** Each child and young person's right to privacy must be respected. Careful consideration will be given to each child and young person's situation to determine how many carers might need to be present and which carers may be involved when a child or young person needs help with personal and intimate care. Under normal circumstances, one child or young person will be cared for by one adult, unless there is a sound reason for having two or more adults present. If this is the case, the reasons must be clearly documented. (The United Nations Convention on the Rights of the Child: Article 12 Children have the right to say what they think should happen, when adults are making decisions that affect them, and have their opinions taken into account).

**5.11** The number of staff required will be indicated in the child or young people Intimate care plan. The number of staff may also be influenced by the preference of the child or young person, or specified in a manual handling or behavioural risk assessment.

**5.12** All Saints' Catholic Voluntary Academy will make provisions for emergencies i.e. a staff member on sick leave.

## **6. DIGNITY RESPECT AND PRIVACY**

**6.1** Intimate and personal care will be provided with dignity, respect and privacy. Care will be administered gently and sensitively. Staff will take into account the child's views and feelings throughout any procedure or intervention and give careful consideration to what the child is used to and what is appropriate, given their needs and their family's culture and beliefs.

**6.2** Information regarding a child/young person's intimate and personal care needs is private and confidential.

## **7. MONITOR & REVIEW**

All Saints' Catholic Voluntary Academy will be responsible for the promotion of this policy across the school. Changes will be made in line with legislation.

## Appendix 1:

### Individual Assessment personal and intimate care plan

Name D.O.B:		Male/Female: Condition:	
School/Setting: All Saints Catholic Voluntary Academy			
Child or Young Person's preferred method of communication:			
Does the Child or Young Person have any allergies or sensitivity ( <i>Refer to Health Care Plan</i> ):			
Does the Child or Young Person require any assistance with mobility or transfers? ( <i>Refer to manual handling assessment and subsequent safe systems of work</i> ):			
Does the Child or Young Person have any Religious or Cultural Needs?:			

Procedure		Details (School to add Named trained staff e.g. 1:1/departmental staff )
<b>Eating &amp; Drinking</b>	Assistance required at mealtimes	
	Supervised at mealtimes	
	Nasal Gastric tube feed	
	Gastrostomy feed	
	Continuous pump feed	
	Periodic pump feed	
	Manual feed	
	Other specialist feed.	
<b>Airways/Suction</b>	Assistance required at mealtimes	
	Oral	
<b>Medication: Emergency and /or Routine</b>	Tracheotomy	
	Epipen	
	Oral	
	Rectal e.g. diazepam, ACE procedure	
	Suppository	
	Supervised medication	
	Administered	
	Supervised	
Dressings		

<b>Toileting</b>	Rectal procedure e.g. enema		
	Catheterisation		
	Supervised catheterisation		
	Pad change (day and/or night)		
	Menstruation		
	Assistance with toileting		
	Supervised toileting		
<b>Personal Care</b>	Washing		
	Showering		
	Dressing		
	Cleaning e.g. gastrostomy site		
	Teeth		
	Shaving		
	Hair / styling		
	Lotions/creams		
<b>Behavioural</b>	Social/emotional		
	Sexual awareness		

<b>SAFE SYSTEM OF WORK</b>			
<b>IT IS ASSUMED THAT THE NAMED STAFF FOLLOWING THESE SYSTEMS OF WORK HAVE BEEN TRAINED TO CARRY OUT ALL TECHNIQUES DOCUMENTED</b>			
<b>PROCEDURE:</b>			
<b>Pupils Level of Ability</b>			
Independent		Fully assisted 1 carer	
Independent /supervised		Fully assisted 2 carers	
Partially assisted 1 carer		Fully assisted more than 2 carers	
<b>Environment Required</b> E.G. Adapted bathroom, Medical room, Bedroom, Dining room			
<b>Equipment Required</b> E.G. gloves, toiletries, special crockery/cutlery			
<b>Detailed Description of Procedure</b>			

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<b>Date Completed</b>					
<b>School Representative Signature</b>					
<b>Pupil / parent / guardians signature</b>					
<b>Proposed review dates:</b>					