



**Tettenhall
Wood
School**

Intimate Care Policy

Date adopted by the Governing Body	17.10.19
Date of policy review:	September 2022

1. VISION

The School's vision is to be a highly effective school community that inspires learners to achieve independent and fulfilled lives through relevant and aspirational practice.

2. CONTEXT

Intimate care is defined as any assistance necessary for a pupil which involves their personal space. This may relate to hygiene, but also includes feeding and physical assistance to ensure individual safety or to facilitate access to relevant activities.

Procedures must take into account the dignity and privacy of the pupil concerned, together with age, gender, culture, physical and developmental needs. The Appropriate Interaction policy gives practical guidance on good/unacceptable practice.

Students/volunteers should never assist with toileting/changing pupils or feeding pupils whose needs are complex.

Any procedure/assistance should be carried out with pupil's understanding and consent where possible.

3. POLICY AIMS

This policy aims to:

- ensure pupil's privacy and dignity at all times;
- recognise the responsibilities of staff involved;
- safeguard pupils and staff from any misinterpretation of actions;
- ensure consistency, while being sensitive to individual need.

4. WORKING PRACTICE

Role of the staff:

- To facilitate access for pupils during activities through physical prompts.
- To assist with eating, drinking where pupils are unable to manage independently.
- To carry out hygiene procedures where pupils need assistance and wherever possible have two members of staff to assist
- To encourage independence wherever possible.

<p><u>TOILETING</u> <u>/CHANGING</u></p>	<ul style="list-style-type: none"> ▪ individual pupils need privacy and dignity ▪ consistency of approach will ensure pupils are comfortable and feel secure. ▪ pupil's reactions and communications are to be recognised and responded to appropriately. ▪ hygienic procedures are to be followed to prevent infection (protective aprons and gloves used, and waste appropriately disposed of) ▪ sufficient time needs to be given for pupils to understand routine and expectations, and be familiar with prompts used ▪ independence and progression of skills are to be encouraged wherever possible. ▪ creams etc. to be used only with written permission of parents/carers ▪ male staff to toilet male pupils only NOT female pupils (See Appropriate interaction policy) ▪ staff appropriately trained to manage medical interventions in consultation with the school nursing team <p>Under no circumstances should adults change in the same area as pupils; for example staff needing to change for PE or swimming must do this in a separate, private area, away from pupils in order to protect both pupils and themselves.</p>
<p><u>FEEDING/DRINKING</u></p>	<p>The following must be taken into consideration:</p> <ul style="list-style-type: none"> ▪ sensitivity to pupil's likes/dislikes ▪ time allowed for pupils being fed to indicate needs and wishes. ▪ up to date information from parents/carers ▪ any medical issues and implication for pupils routines ▪ potential risk of aspiration and signs of this. ▪ hygiene and appropriate food handling guidelines ▪ feeding plans for individual pupils. ▪ cleaning/wiping after meals to be carried out sensitively and appropriately. ▪ pupil's reactions and communications to be recognised and responded to appropriately.
<p><u>PHYSICAL</u> <u>ASSISTANCE</u></p>	<p>Staff should:</p> <ul style="list-style-type: none"> ▪ give verbal/signed prompts before touching, moving or handling pupils ▪ have regard for plans/advice from therapists relating to movement, transfers etc. ▪ use appropriate techniques/equipment when moving pupils ▪ carry out massage, sensory stimulation etc. when part of a planned programme. ▪ recognise pupil's reactions and communications and respond appropriately. ▪ use physical assistance when necessary to ensure safety, e.g. if a pupil is in danger of falling. ▪ assist pupils with procedures such as nose wiping/hand washing by informing - asking for consent where possible.

5. LINKS TO POLICIES:

Many existing policies contain guidelines which are relevant when considering intimate care/close physical contact with pupils. Please read in conjunction with the following:

- Appropriate interaction
- Manual handling
- Positively managing behaviour
- Child Protection
- Infection Control