



Excellence for All

## INTIMATE CARE POLICY

### Rationale

Intimate care is physical care that may be a potential source of embarrassment to the student, parent or carer. Students at Manor Green School may require occasional or full time intimate care. Individual students and their parent's views will be sought regarding the normal routines and recorded in their Care Plans. However, this will not govern emergency procedures, where speed of action may preclude the adherence to stated preference.

### Aims

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all students that complies with their wishes, as stated in their Care Plan.
- To ensure all adults providing intimate care are aware of student's individual needs and routines as stated in their Care Plan.
- To ensure all adults providing intimate care are protected by the knowledge that the parent's and / or student's views have been sought, as recorded in the Care Plan.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.
- To provide the appropriate guidance / information / training for staff regarding the manual handling of students when intimate care is needed.

### Guidelines

- All intimate care procedures must be conducted with two members of staff in presence.
- Any special requirements including specific gender requests, or concerns relating to intimate care should be identified and documented within the student's Care Plan.
- A student's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, respect, dignity, sensitivity and in an unhurried manner, appropriate to individual needs.
- An appropriately trained or knowledgeable carer should deliver the intimate care required.
- Staff should use gloves and aprons to protect themselves and any materials used should be disposed of in the clinical waste bins.
- Beds should be covered with blue roll, which is disposed of after each use, bed wiped down with hygienic wipe after each student and blue roll sheet replaced for next student.
- The carer should select an appropriate environment to deliver intimate care/meet the student's toileting needs.
- Wherever possible students should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this.

- The care to be delivered should be explained to the student in a manner appropriate to their age and level of understanding.
- The carer should respond as soon as possible to meet the student's needs with regard to personal hygiene.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care.
- The carer should document any adverse or unusual reactions exhibited by the child/adolescent during any intimate care procedures. These concerns should be reported to the class teacher and/or Head of Care as appropriate, the delivery of further intimate care should be re-assessed if necessary.
- Should the carer have cause for concern regarding child protection issues, the Safeguarding Children (Child Protection) Policy procedure must be followed.
- All intimate care must be carried out with due regard to the Manual Handling requirements/regulations and in such a way that the carers remain safe.

#### Menstruation

- Students should be encouraged to change pads frequently and to dispose of them properly in the clinical waste bins.
- Students who are unable to perform this task independently, should be supported frequently and in a dignified manner.
- Staff should use gloves and aprons to protect themselves and any materials used should be disposed of in the clinical waste bins.
- Staff should recognize the signs of pain or discomfort. They should reassure the student and with parental consent, administer pain relief if necessary.
- If students ask questions about why they are menstruating, staff should answer honestly, taking into account the level of understanding and subsequently inform teachers and parents of the students' need to discuss the subject.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents
- meetings with staff
- communications with home such as weekly newsletters and end of term newsletters
- Headteacher's reports
- information displays in the main school entrance

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

### **Monitoring the effectiveness of the policy**

#### **Review of Procedure**

This procedure shall be subject to periodic review and may be changed from time to time.

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The Governing Board approved this policy on date: 21<sup>st</sup> March 2018

A handwritten signature in black ink, appearing to read 'R. S. Kelly'. The signature is written in a cursive style with a horizontal line underneath the name.

Signed:

Chair of Governors

Signed:

A handwritten signature in black ink, appearing to be a cursive name. The signature is written in a fluid, cursive style.

Headteacher

### Initial Equality Impact Assessment: Intimate Care Policy

Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
		✓

This policy affects or is likely to affect the following members of the school community (✓)	Students	School Staff	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓		✓		

Question	Equality Groups																					Conclusion							
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender Reassignment			Marriage and Civil Partnership			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Sex			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
			✓			✓			✓			✓			✓			✓			✓			✓			✓		
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Sex			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓			✓			✓
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Sex			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓			✓			✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Nathan Aspinall	25.2.15	ACE Committee	6.3.15