

# Ellesmere Port Catholic High School

## Intimate Care Policy

### Principles

EPCHS is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

EPCHS recognises that there is a need to treat all students with respect when intimate care is given. The student's welfare and dignity is of paramount importance. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

### Definition

Intimate care can be defined as an activity which meets the personal care needs of a student. Examples include care associated with continence and menstrual management, as well as tasks such as help with toileting, washing and dressing. It does not include assisting with wiping intimate personal areas, but may involve prompting a student to do so.

It also includes supervision of students involved in intimate self-care.

### Best Practice

All staff in the school must follow the procedures and advice outlined when carrying out intimate care of students:

1. Ensure they are aware of the Safeguarding Policy and Procedures in place within the school. If concerned about a student's actions or comments whilst carrying out intimate care, this should be discussed with the school's designated person for safeguarding (Mrs Jayne Jones in the first instance).
2. Use the nature of the incident/care required, and knowledge of the student to make a judgement on how many adults should be involved in intimate care. In some cases it may be advisable to have two adults in attendance, particularly depending on the gender of the student. This could also be in cases where the student is vulnerable or where knowledge of the student or family indicates there could be difficulties/allegations made.
3. If possible a student should be assisted/supervised in a disabled toilet to allow for privacy and/or supervision.
4. Students should always be encouraged to carry out intimate care as independently as possible.
5. Consider the dignity of the student and allow them to make a decision on how they would like to be assisted. Ask the following if relevant:

- Would you like some help?
- Would you like me to help you?
- What would you like me to help you with?
- Would you like me to come with you and wait outside the door in case you need any help?

6. If the student requires assistance with intimate care regularly, a care plan should be in place which is agreed and signed by their parent. Two or three members of staff should be identified who will carry out this care. They should ensure that this care is shared so that the student is not always assisted by the same person.

7. When unplanned intimate care is required, a second member of staff (eg. class teacher or teaching assistant) should be informed of what is happening and if necessary assist.

8. If it is suspected that the student has soiled themselves and it is denied by the student, the matter should be referred to the parent for advice. They should either come into school to assist the student or take them home and return them to school when they have been changed.

9. If a student has been assisted with intimate care which is not planned, a parent must be contacted as soon as possible to inform them of what has happened and how the student was assisted.

10. If a student has been assisted with intimate care, this should be recorded and dated on the SIMS system by the member of staff carrying out the care.

11. Confidentiality should be maintained at all times between student, school and parent/carer.

12. The designated Intimate Care leads at EPCHs are Mrs J Jones (Head of Year 11) and Mrs A Hughes.

**Signed on behalf of the Governing Body:**



**J Coucill (Chair)**

Date: October 2018

Date for Review: July 2019

Internal lead for review: Mrs Jayne Jones

Governor Committee: School Community Committee