



# St Joseph

Catholic Multi Academy Trust

## Intimate Care Policy

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Pamela Di Scala	SJCMAT Trust Board	12.12.2022	1.0	31.12.23

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Intimate Care Policy	

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For the purpose of this policy the following representatives need to sign off this document:	
Role & Responsibilities	Name

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## 1. Introduction

1.1. St Joseph Multi Academy Trust is committed to the safeguarding and wellbeing of all our students. This policy forms part of our suite of safeguarding policies, and should be read in conjunction with our below policies

- First Aid in schools
- Complaints Procedure
- Equality
- Health and safety
- Safeguarding
- SEND
- Supporting pupils with medical conditions

1.2. Staff who work at any one of the trust's academies with students who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of students' needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with incontinence and menstrual management as well as more ordinary tasks such as help with washing or bathing or toileting.

- Students' dignity will be preserved and a high level of privacy, choice and control will be provided to them.
- Staff who provide intimate care to students have a high awareness of student protection issues. Staff behaviour is open to scrutiny and staff at the trust's academies work in partnership with parents/carers to provide continuity of care to our students wherever possible.
- Staff deliver a full personal safety curriculum as an integral part of the academy's overall curriculum offer; this is delivered to all our students as appropriate to their developmental level and degree of understanding. This work is shared with parents, as appropriate, who are encouraged to reinforce the personal safety messages within the home.
- St Joseph Multi Academy Trust 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. We recognise that there is a need to treat all students with respect when intimate care is given. No student should be attended to in a way that causes distress or pain.

## 2. Our Approach to Best Practice

All students who require intimate care are treated respectfully at all times; the students' welfare and dignity is of paramount importance. Staff who provide intimate care will be trained to do so as appropriate, for example, in moving and handling; each student's needs will be examined on a case by case basis and those providing intimate care for a child will seek appropriate training through SBM, who will advise on relevant risk assessments. Apparatus will be provided to assist with students who need special arrangements following assessment from physiotherapist/occupational therapist as required.

- Staff will be supported to adapt their practice in relation to the needs of individual students, taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of students will not usually be involved with the delivery of sex and relationship education to their students as an additional safeguard to both staff and students involved.
- There is careful communication with each student who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the student's needs and preferences. The student is aware of each procedure that is carried out and the reasons for it.
- As a basic principle, students will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each student to do as much for themselves as they can. This may mean, for example, giving the student responsibility for washing themselves. Individual intimate care plans will be drawn up for particular a student as appropriate to suit the circumstances of the student. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the student and the carer and health and will be included in any individual healthcare plans (IHP).
- Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many carers might need to be present when a student needs help with intimate care (we will always respect the student's rights of privacy). Wherever possible one student will be cared for by assigned adults.
- Wherever possible the same student will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the student who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

### **3. Communication with Parents and Advocacy**

Parents/carers will be involved with their student's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the student's care plan. The needs and wishes of students and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

- All care plans are checked and, if necessary, amended at Annual Review Meetings and amended as appropriate at any point during the year if required at parental/school request.
- Each student will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive. If a student voices an issue of concern to a member of the care team, that member of staff will log the concern on CPOMs immediately after ensuring the safe handover of the student to member of staff not involved in the concern raised.

#### 4. The Protection of Students

- 4.1. The St Joseph Safeguarding policy will be available to all staff via the intranet
- 4.2. If a member of staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. s/he will immediately record this using the CPOMs system.
- 4.3. If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded all using CPOMs. Parents/guardians will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered (by the school head teacher) until the issue(s) are resolved so that the student's needs remain paramount. Further advice will be taken from the Safeguarding leads for St Joseph's as well as outside agencies if necessary.

#### 5. Roles and Responsibilities

- 5.1. The headteacher for each school (or equivalent) is responsible for the implementation, monitoring and evaluation of this policy. The headteacher ensures that the intimate care of our students is dealt with at the highest level and forms part of the monitoring of safeguarding in the school and Trust.
- 5.2. Members of the schools care team or co-ordinator will liaise with parents/guardians of students requiring intimate care. They ensure that all staff providing care are suitably trained and confident in providing the care required by any student
- 5.3. The SBM (or equivalent) ensures that the hygiene rooms at the academy are fit for purpose and meet the care needs of the students who require them.

#### 6. Monitoring - Across the Trust Estate

This policy will be reviewed by xxx annually.

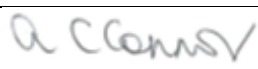
At every review, the policy will be approved by the Trust Board.

#### 7. Links with other policies

This intimate care policy links to the following policies and documents:

- xxx

#### 8. Sign off

Presented & Approved by Trust Board	12.12.2022
Signed by Chair of Trust Board	
Name of Chair of Trust Board	Ann Connor

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