

INTIMATE CARE POLICY

Bradford Academy is committed to the Safeguarding and Wellbeing of all our students. This policy forms part of our Safeguarding Policy Portfolio, and should be read in conjunction with our Special Educational Needs Policy.

INTRODUCTION

- 1.1 Staff who work at Bradford Academy with students who have special needs will realize that the issue of intimate care is a difficult one and will require staff to be respectful of students needs.
- 1.2 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 continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.
- 1.3 Student's 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 Bradford Academy work in partnership with parents/carers to provide continuity of care to our students wherever possible.
- 1.4 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all our students as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.5 Bradford Academy 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 recognize 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.

2.0 OUR APPROACH TO BEST PRACTICE

- 2.1 All students who require intimate care are treated respectfully at all times; the student's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care are trained to do so (including Student Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with students who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- 2.3 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.

- 2.4 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.
- 2.5 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 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.
- 2.6 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. Where possible one student will be cared for by one adult, unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented. Each time a student visits a hygiene room the details of who was present and the date and time are logged.
- 2.7 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. Current practice is for the rotas to have different care staff on duty at Break 1 to Break 2 and the rota changed on a termly basis.
- 2.8 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 for Statemented learners. For those learners with a care plan who do not have a statement, the plan is reviewed at least annually, and amended as appropriate at any point during the year if required at parental request.
- 2.9 Each student/young person will have an assigned senior 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/young person voices an issue of concern to a member of the care team, that member of staff will inform the DSP Manager and/or SENCO.

3.0 THE PROTECTION OF STUDENTS

- 3.1 Education Student Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

- 3.2 Where appropriate, all students will be taught personal safety skills carefully matched to their level of development and understanding.
- 3.3 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 report concerns to the Senior Designated Child Protection Officer who will follow the procedure as outlined in our Child Protection Policy
- 3.4 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. 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 student's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- 3.5 If a student makes an allegation against a member of staff, all necessary procedures will be followed as described in Bradford Academy Managing Allegations Policy.

ROLES AND RESPONSIBILITIES

- 4.1 The Assistant Principal (Learning Development) is responsible for the implementation, monitoring and evaluation of this policy. As a member of the Senior Leadership Team, it 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 Academy.
- 4.2 The Learning Development team, under the direction of the SENCO, ensure that intimate care guidelines are followed as discussed in Annual Review meetings with the students, parents and other agencies where appropriated. Care plans are reviewed and updated at these meetings to ensure that they are being implemented effectively.
- 4.3 The DSP (Designated Special Provision) Manager liaises with parents and deploys the care team to students requiring intimate care. She ensures that the care team are suitably trained to carry out their duties (See Appendix 1 for list of care team at Bradford Academy)
- 4.4 The Facilities Manager, ensures that the Hygiene Rooms at the Academy are fit for purpose and meet the care needs of the students who require them.


REVIEW OF POLICY

- 5.1 The review of this policy is July 2010

Intimate Care Policy – Appendix One

The Care Team at Bradford Academy are responsible for all the intimate care and hygiene needs for the learners who require such support at the Academy. They are responsible to and monitored by the DSP Manager:

All Care Assistants work on a rota basis in line with the Intimate Care Policy and are subject to the same performance management process as all other employees of the Academy.

Name/Initial	Position	Photo
Sue Carroll SCL	DSP Manager	

Care Team – 2009/10

Name/Initial	Position	Photo
Linda Ballinger LBR	Care Assistant	
Kelly Carroll KCL	Care Assistant	
Sheralyn Flatt SFT	Care Assistant	
Natalie Johnson NJN	Care Assistant	
Susan Lancaster SLR	Care Assistant	
Diane Murphy DMU	Care Assistant	