



Intimate and Personal Care Policy

Version Control

Version	Date	Page Number	Section	Amendment
	07.10.2019	3	How we do it.	Line 20, paragraph commencing with In agency staff..... to be removed
	07.10.2019	3	How we do it	Paragraph to be added commencing with After 20 days at the school,
	09.11.2021			No changes

Ickburgh School

Intimate and Personal Care Policy

Introduction

This policy should be read in conjunction with the school's safeguarding policy. The statutory framework for safeguarding the wellbeing of all pupils and students is laid out in the safeguarding policy and forms the underpinning principles of ensuring the health and wellbeing of our pupils.

Definition

Intimate Care: The provision of care of an intimate nature to a pupil or student which may involve bodily functions, bodily products, removal of underclothing, cleaning or washing of intimate personal areas of the body, being present when they are using a toilet, or administering medication such as rectal diazepam

Personal Care: The provision of care of an personal nature to a pupil or student which may involve touching, dressing and undressing (clothing), hair care, feeding, washing of body parts such as hands, feet and face, or prompting to use a toilet.

Context

Whilst it is common for young pupils in any setting to need adult assistance as they learn independence skills we recognise for our cohort, many pupils and students may never master the complex skills needed to remain clean, healthy, tidy and comfortable. As a school we have a duty to ensure that a pupil's dignity is respected at all times and that they are cared for appropriately. Staff will be mindful of the pupil's wellbeing and right to privacy throughout. Wherever possible pupils will be taught the small steps needed to enable them to become less reliant on adult support and achieve the highest possible level of autonomy. All staff at Ickburgh School will be expected to provide personal care or intimate care when necessary in line with this policy.

What we do

All staff and volunteers at Ickburgh School will be subject to an enhanced DBS check before starting to work with the pupils.

On entry to the school a pupil's personal and intimate care needs will be discussed with the parents or carers to enable school staff to understand the needs and abilities of the individual. Advice may also be sought from physiotherapy and occupational therapy colleagues in order to provide the necessary equipment or assistance to an individual.

Pupils who need assistance with using the toilet whether the assistance is in the form of a reminder to visit the bathroom, supervision to ensure they are clean and comfortable or complete dependence on adult support will receive the level of assistance needed on a regular basis. The timing and regularity of this will be an individual matter according to their needs.

Suitable equipment and facilities will be provided to ensure safe practice.

A teaching programme may be established to give the individual pupil the opportunity to master more self-care skills.

Those pupils who may need emergency medication administered rectally will receive this assistance by trained members of staff only. A care plan written by the school nursing service will be regularly updated and staff will be aware of the need for emergency treatment. When on the school site the school nurse may administer the medication herself or oversee its administration by staff. When off site a trained member of staff will be identified on the risk assessment and if required they will complete the procedure as discretely as

possible given the circumstances. The individual's right to privacy will be respected although the emergency nature of the situation will also be taken into account.

Why we do it

- Every individual has the right to be clean and comfortable.
- Every individual has the right to receive appropriate treatment for medical conditions
- The dignity and privacy of the individual will be respected and maintained as far as possible.

How we do it

When in a bathroom with an individual, their dignity and privacy will be of paramount consideration. Pupils and students must not share facilities.

The religious views, beliefs and cultural values of pupils and their families will be taken into account.

In the secondary and sixth form departments female pupils and students who need assistance will always receive care from female staff only. Male pupils and students may receive assistance from a member of staff of either sex although wherever possible one of the attending staff will be male.

In the primary department female pupils

Consideration will be given to the individual's needs in order to determine the number of adults needing to be present for intimate care. For individuals who need manual handling in order to change a position they should always be attended to by at least 2 members of staff in order to follow safe manual handling techniques.

Some individuals will be autonomous to the level that they only require the assistance of one adult. This could be seen as a safeguarding risk to both the individual and the staff member. To mitigate against this the following safeguards will be followed

- The individual will receive assistance from different staff (i.e. not always the same member of staff
- Other classroom staff will be informed that intimate or personal care is taking place and will be aware of the absence from the classroom of the pupil and accompanying staff member.
- Any staff noticing any untoward pattern of behaviour by another member of staff MUST discuss it with the designated safeguarding lead.

After 20 days at the school, feedback on agency staff will be sought from the most relevant class teacher (i.e. the teacher of the class in which they have worked the most days). This will include a question about whether they consider the staff member ready to undertake intimate care on their own. If the answer is no, the senior leader responsible for staffing will consider what training and support might ensure they are able to do so. If the answer is yes, and the senior leader is in agreement, the agency staff member will be asked if they are now confident to undertake intimate care on their own. However all agency staff will be required to attend to intimate and personal care alongside a member of permanent staff as the need arises.

Outcomes

At Ickburgh School we are committed to providing quality support in order to

- Maximise every learners potential to enable them to live as fulfilled a life a possible in the community.
- Build life skills towards independence.

Policy Reviewed by: Joseph Sieber

Designation: Head Teacher

Date: 9th November 2021

Approved by: Pupil, Parent and Curriculum Committee Meeting

Chair of Committee: Pat Corrigan.....

Signature: .....

Date: 23rd November 2021



Admissions Policy

Version Control

Version	Date	Page Number	Section	Amendment
	24.09.2020	1 and 2		Policy revised with significant changes throughout.
	05.10.2021	1	'Our Provision' Section	Removed Early Years from 3 rd Paragraph.

Our Provision

Ickburgh School is a Special School providing enhanced support for children and young people who have special educational needs and disabilities (SEND). Our vision is to support all pupils towards:

Fulfilment

I feel a deep and nourishing sense of fulfilment, through achieving meaningful outcomes.

Belonging

I belong to something bigger than myself; a community of diversity, tolerance and respect, where difference is celebrated.

Independence

I am as independent as I can be in achieving my outcomes, and I'm nurtured to develop my own personality, interests, and talents.



The school caters for pupils between the ages of 3 to 19 years of age. All students attending the school have Education, Health and Care Plans in place.

The school's provision is divided into three Pathways designed to meet a range of needs. Classes in each Pathway run across Primary, Secondary and Sixth Form. Early Years provision is available in the Sensory and Connecting Learners Pathways.

Sensory Learners

Primary need: Profound and Multiple Learning Difficulties

Connecting Learners

Primary need: Severe Learning Difficulties and Autism

Active Learners

Primary need: Severe Learning Difficulties

Strategies used within and across Pathways are personalised to the needs of individual learners.

Ickburgh School with the support of physiotherapists and occupational therapists cater for children and young adults who are able to walk or are beginning to walk but still require support with mobility and with fine motor difficulties, such as holding a pen, a spoon, or using scissors to cut paper. Children who use a wheelchair are ably supported by trained staff with the support of our health partners.



With the support of the speech and language therapists and our own trained staff children receive support in developing communication, language and reading skills.

The facilities on site - a hydrotherapy pool, 5 multi-sensory rooms, 2 food technology rooms 2 art rooms and a music room, help us design a curriculum creating experiences which are varied, colourful, challenging and stimulating. Encouraging independence, choice making and communication is important. Our pupils and students thrive when they feel happy, safe and secure, and are challenged to do their very best.

The school is unlikely to be suitable for students who present with frequent and seriously challenging behaviours due to the delicate condition and health and safety needs of some of our pupils and students.

Further information about the school is available on the school website:

<http://www.ickburgh.hackney.sch.uk/web>

Hackney Local Offer:

https://www.hackneylocaloffer.co.uk/kb5/hackney/localoffer/service.page?id=6MvN_CsX6u0

Or on request from the school:

02088064638

The Admissions Process

Admission to the school is through the statutory assessment process where a pupils needs are jointly assessed by Ickburgh School and the Local Authority in consultation with parents, carers and education, health and social care partners.

If you would like to visit us at Ickburgh to see if it would be the right place for your child please contact the school on 02088064638 to arrange a visit. You will meet with our Family Liaison Worker for a school tour and further information.

If this is the right place for your child you can then apply to:

SEN Panel, Hackney Education, Technology & Learning Centre (TLC) 1 Reading Lane London E8 1GQ

Or speak to the Admissions Team on 020 8820 7245 / 7401



You can also make a request through your portage worker or school SENCO, let them know that you are thinking about a special needs placement for your child, and ask for their help.

Once a decision has been made to place a pupil on an assessment placement or to name Ickburgh School, the school nurse, if appropriate, will assess a pupils needs and write a careplan before the pupil begins.

Policy Reviewed by: Joseph Sieber

Designation: Head Teacher

Date: 5th October 2021

Approved by: Full Governing Body

Chair of Committee: Pat Corrigan

Signature: 

Date: 12th October 2021