



# 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, .....
	12.2023	Throughout		Significant revisions in wording, formatting, and content throughout.
	03.2024	3	2.4 Menstruation Care & Appendix 1	New section and linked appendix to make explicit support provided with menstruation
	09.2025	4	2.5	Additional section on showering

# Ickburgh School

## Intimate and Personal Care Policy

### 1.1 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.

### 1.2 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 involving intimate body parts.  
**Personal Care:** The provision of care of a personal nature to a pupil or student which may involve dressing and undressing (clothing), hair care, feeding, washing of body parts such as hands, feet and face, or prompting to use a toilet. In exceptional circumstances, a pupil may require a shower in school.

### 1.3 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. Practically, this will mean ensuring that communication needs are met, and independence is provided for wherever possible. 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.

### 2.1 What we do

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 themselves 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 discreetly as possible given the circumstances. The individual's right to privacy will be respected although the emergency nature of the situation will take primacy.

## **2.2 Why we do it – core principles**

- 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

## **2.3 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.

Female pupils and students who need assistance with personal or intimate care will always receive care from female staff only.

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 two members of staff in order to follow safe manual handling techniques, unless a risk assessment supported by therapy colleagues has demonstrated it can be performed safely solo.

### *Keeping safe*

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 pupil and the staff member. To mitigate against this the following safeguards will be followed:

- All staff and volunteers at Ickburgh School will be subject to an enhanced DBS check before starting to work with the pupils.
- The individual will receive assistance from different staff (i.e. not always the same member of staff) as confirmed by class rotas
- 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.
- When supporting a pupil with personal care, the toilet door will not be locked. To prevent confusion for pupils who may be accessing the same suite of toilets independently, pupil-facing signage will indicate whether a toilet is occupied.
- Any staff noticing any untoward pattern of behaviour by another member of staff must discuss it with the designated safeguarding lead immediately.

## **2.4 Menstruation Care**

Female pupils are likely to need support with menstruation during their time at the school. This includes ensuring:

1. they are supported towards understanding of menstruation and the changes they are experiencing with their body
  2. they are supported with a consistent and dignified approach which supports them towards independence
- For 1., the PSHE curriculum includes content to support young people with this change. They may also benefit from a social story to help them to understand the change more specifically.
- For 2., students will have a menstruation plan which will follow them through their school career and be updated at each annual review (or more often if required). An example of this can be found in appendix 1.

## 2.5 Showering

There may be occasions where pupils need to access a school shower. This may be because it is the only means to ensure they are clean and hygienic. There may also be occasions where a pupil is feeling hot and would benefit from a cool shower to regulate.

When supporting a pupil with a shower, the following considerations will be maintained:

- The shower will only take place if the pupil is consenting and ready to do so.
  - When in a bathroom with an individual, the pupil's dignity and privacy will be of paramount consideration. Pupils and students must not share facilities.
  - Supervision will be as limited as is safe (i.e. a pupil will be given privacy to shower with a staff member waiting behind a closed door if it is safe to do so).
  - The number of adults present will be appropriate to ensure the young person and staff are kept safe, but an adult will always be on hand to support.
  - Female pupils and students who need a shower will always receive care from female staff only.
- The pupil's parent/carer will be notified of the shower through the home school book, or by telephone if it is a more unusual occurrence and further context might be required.

## 3.1 Learning 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.

Appendix 1.

<b>My Menstruation Plan</b>	
<b>Pupil name</b>	Denise Cadiz
<b>Date</b>	February 2024
<b>Parent responsibilities</b>	<ul style="list-style-type: none"><li>-Notify class team when the young person is beginning their monthly cycle</li><li>-Provide sanitary products to be kept at school for the period of their monthly cycle and ensure these are kept 'topped up'</li><li>-Communicate any changes in the monthly cycle or the support required for the young person to the teacher or class team</li></ul>
<b>Class team responsibilities</b>	<ul style="list-style-type: none"><li>-Anticipate the next monthly cycle by recognising the pattern from the previous month</li><li>-Ensure that the pupil is supported throughout their monthly cycle with dignity and attentiveness, but given as great an independence as is possible</li><li>-Remind parent in good time if sanitary products are running low</li><li>-Provide parents/carers with a yearly calendar to mark off expected dates of periods</li><li>-Check calendar on a regular basis and signal to whole team when this is imminent, to ready additional care as below</li></ul>

<p><b>Plan for individual pupil</b></p>	<p>-In the run-up to Denise’s cycle starting (from the 27<sup>th</sup> onwards in a month) she will be accompanied into the toilet by a female staff member once a day who will help her to check whether her cycle has started.</p> <p>-Once her cycle has started, Denise will be accompanied into the hygiene suite by a female member of her team to ensure she recognises the need to change her pad and is supported with verbal communication on what to do. Currently, some physical support is required which entails opening the new pad and tying up the sanitary bag before disposing of the pad in the bin.</p> <p>-During her cycle this will happen a minimum of 3 times a day, approximately mid-morning, early afternoon, and shortly before home time.</p> <p>-Denise has an effective and supportive social story which has helped her with understanding this change and could be revisited as needed.</p> <p>Denise is typically coming into her time of the month at the end of the month/start of the new month.</p>		
<p><b>Plans for increasing independence</b></p>	<p>-Denise is developing her independence with removing the pad and putting a new pad in place and should be encouraged to do so, and provided with support as needed.</p>		
<p><b>Teacher Name</b></p>		<p><b>Teacher Signature</b></p>	
<p><b>Parent/Carer Name</b></p>		<p><b>Parent/Carer Signature</b></p>	