

# Intimate Care Policy

February 2017



ARCHBISHOP  
SENTAMU  
ACADEMY

*Church of England*

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Approved by Archbishop Sentamu Academy Local Governing Committee on: 11<sup>th</sup>  
May 2017

The next 'Period of Review' will be **February 2019.**

# Archbishop Sentamu Academy

## Christian Aims and Values

### Values

Inspired by God: Father, Son and Holy Spirit we **Aspire** to be a community founded upon mutual trust where everyone is loved for who they are. We seek to **Serve** others by putting their needs before our own and believe that working together, with God's help, we can **Achieve** more than we could alone.

As a Church of England Academy, our core values are trust, love and community:

- **Trust** is essential to human life and lies at the heart of all successful relationships. With wisdom and understanding, we can learn to trust. We aim to do this by being reliable and not letting others down. In this way we, can help each other feel safe;
- Jesus has shown us love. We try to reflect that **love** to those around us by being sensitive to the needs of all members of our Academy community;
- We aim to be an inclusive **community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

### Aims

As a Church of England Academy we aim to:

- Treat students, staff and visitors with respect;
- Incorporate and promote the values behind the Academy motto; Aspire, Serve, Achieve in all we do;
- Instill a sense of self-worth and value in every student;
- Encourage student participation in the planning and the running of our Academy wherever possible;
- Encourage religious literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

# Archbishop Sentamu Academy

## Intimate Care Policy

### 1. Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a student after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure, (e.g. the administration of rectal diazepam). The issue of intimate care is a sensitive one and will require staff to be respectful of the students' needs. The students' dignity should always be preserved with a high level of privacy, choice and control. There should always be a high awareness of possible safeguarding and child protection issues. As such, staff behaviour must be open to scrutiny and staff must work in partnership with parents, carers and health professionals, where appropriate, to provide continuity of care to students/young people wherever possible.

Archbishop Sentamu 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 recognise there is a need to treat **all** students with respect especially when intimate care is given. No student should be attended to in a way that causes distress or pain.

The management of all students with intimate care needs will be carefully planned. The students welfare and dignity is of paramount importance.

Staff who provide intimate care will be trained to do so (including Safeguarding, Child Protection and Health and Safety training in moving and handling) and be fully aware of best practice. Where an assessment made by a physiotherapist/occupational therapist determines special apparatus should be used to assist such care this will be accommodated. 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. Staff who are involved in the intimate care of students/young people will not be involved with the delivery of sex and relationship education to the students/young people in their care as an additional safeguard to both the staff and students/young people involved.

Each student 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 independently as he/she can in a confident and safe way. This may mean, for example, giving the student responsibility for washing themselves. Individual intimate care plans will be drawn up for each individual student where appropriate to suit the circumstances of the individual student.

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 is toileted. Wherever possible, one student will be catered for by one adult unless there is a sound rationale for having more adults present. If this is the case, the reasons will be clearly documented.

Wherever possible a student will not be cared for by the same adult on a regular basis; ideally 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, whilst at the same time guarding against the care being carried out by a succession of completely different carers. This directive is in place to protect students and staff entrusted with their care.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence e.g. female staff supporting boys when no suitably qualified male staff are available. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the students care plan. The needs and wishes of students and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

## **2. The Protection of Students**

Archbishop Sentamu Academy safeguarding procedures and other conjunction policies will be adhered to at all times. All students will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. the member of staff will immediately report concerns to the appropriate designated person for student protection via CPOMS (Mrs Julie Allinson-Designated Child Protection Coordinator).

If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. If a student makes an allegation against a member of staff, all necessary procedures and protocols will be followed (please refer to the, Allegations of abuse made against teachers and other staff Policy). Parents/carers will be contacted and informed as part of this process in order to reach a resolution. Where deemed appropriate, staffing schedules will be altered until the issue(s) are resolved. During this time the students' needs remain of paramount importance. The Academy will seek further specialist advice from outside agencies where necessary to maximize the best outcomes for the student.

## **3. Health and Safety/ waste management**

When attending to the intimate care of students, staff should be aware of the Academy's Health and Safety policy. Staff should always wear an apron and gloves when dealing with a student who is menstruating or has soiled. Any soiled waste (urinary or faecal) should be placed in a polythene waste disposal bag (yellow), which will be sealed. This bag should then be placed in a bin within the designated hygiene room (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied regularly dependant on the use, and it will be collected as part of the usual collection service. Note: this waste is not classed as clinical waste.

## **4. Additional/complex health needs**

Students with additional/complex health needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each student. As with all arrangements for intimate care needs, agreements between the student, those with parental responsibility and the Academy should be easily understood and clearly recorded.

Regardless of age and ability, the views and emotional responses of students with additional needs should be actively sought (with advocacy arrangements in place for those who require assistance) in regular reviews of these intimate care arrangements.

## **5. Physical Contact**

All staff engaged in the care and education needs of students to exercise caution in the use of physical contact. The expectation is that staff will work in 'limited touch' cultures and when physical contact is made with students this will be in response to the students' needs at that time, which will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentioned physical contact might be misconstrued directly by the student, an observer or by anyone the action is described to. Staff must therefore always make considered judgements when executing their duties, be prepared to justify actions and accept that all physical contact will be open to scrutiny.

Any physical contact with an individual student is likely to be open to question unless the justification for this is formally agreed by the student, the Academy and those with parental responsibility.

Students with complex health and/or additional needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each student. The arrangements must be understood and agreed by all concerned, justified in terms of the students' needs, consistently applied and open to scrutiny. Consultation with colleagues and, where possible, parents/carers will take place where any deviation from the agreed arrangements is anticipated. Any deviation and the justification for it will be documented and reported.

Extra caution is required by staff where a student is known to have suffered previous abuse or neglect. In this case the student may view physical contact to be associated with such previous experiences and may result in staff being more vulnerable to allegations of abuse. Additionally, students may present as extremely needy and actively seek out inappropriate physical contact. In such circumstances staff should deter the student minimising any negative experience. In such cases ensuring supervision will help to protect staff from possible allegations.

## **6. Restraint (Care and Control)**

There may be occasions where it is necessary for staff to restrain students physically to prevent them from inflicting damage on either themselves, others or property. In such cases trained staff should use the minimum force necessary for the minimum length of time required for the student to regain self-control using accredited training and techniques (Team Teach training). In all cases of restraint each incident must be documented and reported. Staff must be fully aware of and adhere to the Academy's use of force to control. For further guidance and information please refer to the Care and Control Policy.

Under no circumstances is it permissible to use physical force as a form of punishment, to modify behaviour, or to make a student comply with an instruction. Physical force of this nature is unacceptable and may, constitute to a criminal offence.

## **7. Students in distress**

There may be occasions when a distressed student needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and is not subject to misinterpretation.

Judgement will need to take account of the circumstances of a student's distress and the extent and cause of the distress. Unless the student needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the students relative, Academy's pastoral team or, if available, a trained counsellor. To minimize the risk of misinterpretation/allegation, particular care must be taken in instances which involve the same student over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice, from their line manager or other appropriately qualified person.

## **8. First Aid and intimate care**

Staff who administers first aid should ensure wherever possible that another adult or other students are present. The students' dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and must be made aware of the task being undertaken. Regular requirements of an intimate nature should be planned for. For conditions known to Academy administered first aid procedures should be in line with agreed care plans which can be found at Student Services.

## **9. Physical Education and other skills coaching**

Some staff are likely to come into physical contact with students from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment. Staff must be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a student might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable student in the demonstration.

## **10. Showers/changing clothes**

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering changing rooms, avoid remaining in changing rooms unless the students' needs require it, avoid any physical contact when students are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising Students in a state of undress, another member of staff is present. However, this may not always be possible and therefore, staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as students or use shower facilities with students.

## **11. Out of Academy trips, clubs etc.**

Employees should take particular care when supervising students in the less formal atmosphere of a residential setting or after Academy activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within Academy. Staff involved in such activities should also be familiar with Academy's Educational Visits Policy regarding out of Academy activities. To ensure students safety, increased vigilance may be required when monitoring their behaviour on field trips, holidays etc. It is important to exercise caution so that a student is not compromised and the member of staff does not attract allegations of an overly intrusive or abusive behaviour.

Meetings with students away from the Academy premises where a chaperone will not be present are not permitted unless in exceptional circumstances where specific approval has been obtained (in advance of the meeting) from the Executive Principal or other senior colleague/s with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a student. If staff do come into contact with students whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct. It is prudent for such occurrences to be reported to the Executive Principal in good time.

## **12. Photography, videos and similar creative arts**

Staff should be aware of the potential for such mediums of teaching to be used for the wrong purposes. Additionally staff should be aware that students who have been previously abused in this way may feel threatened by the legitimate use of photography, filming etc. staff, volunteers and students on placement should be aware of and have signed the Academy's E-Safety Handbook (Including Social Networking) Policy.

## **13. Related Policies, Guidelines and Legislation**

- Allegations made against teachers and other staff Policy;
- Care and Control Policy;
- Child Protection Policy;
- Health and Safety Policy;
- Safeguarding Policy.

## **14. Statement of Policy Review**

The Board of Trustees has agreed that this policy will be reviewed on a two yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **February 2019.**