

Whole School Policy

Policy	Intimate Care Policy			
Approval Date	August 2023	Next Review	August 2024	
Review Cycle	12 months			
Scope	Whole Group	<input type="checkbox"/>	Whole School	<input checked="" type="checkbox"/>
	International Primary	<input type="checkbox"/>	International Secondary	<input type="checkbox"/>
Ownership	Westlink International School	Approved by	SLT	

1. Introduction

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. At Westlink International School, we aim to provide the utmost care for our students and staff.

2. Aims

In line with our *Choose Respect Charter*, at WIS, we aim to provide the utmost care for our students and staff. The school aims to provide a safe environment for all students who may require intimate care in line with the following:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

3. Definition of Intimate Care

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually

carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of pupils involved in intimate self-care.

4. **Procedures**

Pupils who require regular assistance with intimate care have written Individual Health Plans, agreed by staff, parents/guardians and any other professionals actively involved, such as school nurse or physiotherapists.

Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g., for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Where relevant, it is good practice to agree with the pupil and parents/guardians appropriate terminology for private parts of the body and functions and this should be noted in the plan.

Where a care Individual Health Plan is not in place, parents/guardians will be informed the same day if their child has needed help with meeting intimate care needs (e.g., has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone, and not through the Student Planner or email.

In relation to record keeping, a written record should be kept in a format agreed by parents and staff every time a child has an invasive medical procedure.