



## Guidance notes for staff assisting pupils with intimate care routines

These guidelines aim:

- to provide guidance for staff who assist or support pupils with intimate care routines including dressing, undressing, toileting bathing and showering
- to offer support to staff so they are aware of, and comply with, best practice in relation to intimate care routines
- to provide guidance for staff who undertake the responsibility of working alone with pupils.

### **All pupils have a right to safety, privacy and dignity**

All pupils will be encouraged to be as independent, as possible, in the area of intimate care routines.

The identification of the level of support or assistance that a pupil may need, will be identified on initial assessment. Arrangements for intimate care needs will be agreed between pupil, parents/carers and the school staff.

Named Keyworkers work with pupils to set Independent Care Plans (ICPs) which will incorporate aspects of need and support.

If a pupil requires assistance or support to undertake an intimate care routine, staff must follow the guidance set out by the Health Care Coordinator (HCC). This information can be found in

- Individual risk assessment and functioning for daily living plans, copies of these can be found in pupils files within the group setting or with HCC for day pupils and updated as necessary by the HCC or Key Worker.

Where a pupil is unable to independently perform an intimate care routine staff may be asked to assist or support in the following situations;

- dressing and undressing
- bathing/showering
- toileting
- Stoma care
- changing nappies or pull ups
- episodes of incontinence

- application of sanitary protection
- application of prescribed creams/lotions/sun screen
- administering First Aid
- dealing with sick or injured pupils

### **Best Practice for staff who may be asked to assist in an intimate care routine**

- Staff who supervise or assist must have full DBS Enhanced Disclosure.
- The Line Manager must be made aware if an intimate care procedure is undertaken.
- The pupils dignity must be maintained at all times.
- Permission from Parents/Carers to be gained if a pupil will require assistance/support with intimate care routines.
- Parent/Carers should be informed of any unexpected assistance/support is required
- If possible staff should inform a colleague that they are assisting/supporting a pupil with an intimate care routine.
- If possible an intimate care routine should take place in an area where a colleague is close at hand.
- If possible pupils should be assisted by a same sex member of staff .
- Protective clothing/gloves PPE should be worn when necessary.
- Procedure to be undertaken should be explained to the pupil and consent gained.
- Staff must consult with line manager if any variation from agreed procedure is necessary.
- Staff must record the justification for any variations to the agreed procedure and share this information with parents/carer.
- Supervision should be appropriate to the needs and age of the pupil concerned and sensitive to the potential for embarrassment.
- Staff need to be vigilant about their own behaviour and ensure that they follow agreed guidelines while at the same time mindful of the pupils needs.
- Staff must avoid any unnecessary physical contact with pupils who are dressing/undressing.