



# INTIMATE CARE AND TOILETING POLICY

School Details :	<p><b>The Island Project School</b>  DofE Registration Number : 334/6010  Company Registration Number : 5924196  Registered Charity Number : 1119034  Telephone Number : 01675 442588</p>
Designated Safeguarding Lead :	<p><b>Sarah Gallagher</b> – School Principal  Mobile : 07971 543 832  Email : <a href="mailto:s.gallagher@ipschool.co.uk">s.gallagher@ipschool.co.uk</a></p>
Deputy Designated Safeguarding Lead :	<p><b>Nicole Sheehan</b> – SLT (Head of School)  mobile: 07971 543 755  email : <a href="mailto:n.sheehan@ipschool.co.uk">n.sheehan@ipschool.co.uk</a>  <b>Melanie Collett</b> – SLT (Head of Further Education)  Mobile : 07971 543 753  email : <a href="mailto:m.collett@ipschool.co.uk">m.collett@ipschool.co.uk</a>  <b>Nial Al-Zanki</b> – Head of Post 16  telephone : 07971 543 428  email : <a href="mailto:n.al-zanki@ipschool.co.uk">n.al-zanki@ipschool.co.uk</a></p>
Designated Trustee For Child Protection:	<p><b>Jacqui Walters-Hutton</b>  email : <a href="mailto:jwaltershutton.trustee@ipschool.co.uk">jwaltershutton.trustee@ipschool.co.uk</a></p>
Senior Leadership Team :	<p><b>Sarah Gallagher</b> – SLT (School Principal)  <b>Carol Howe</b> – SLT (Curriculum Director)  email : <a href="mailto:c.howe@ipschool.co.uk">c.howe@ipschool.co.uk</a>  <b>Paul Quigley</b> – SLT (Commercial Director)  email: <a href="mailto:p.quigley@ipschool.co.uk">p.quigley@ipschool.co.uk</a>  <b>Nicole Sheehan</b> – SLT (Head of School)  <b>Melanie Collett</b> – SLT (Head of Further Education)</p>
Trustees :	<p><b>Gordon Booth</b> : <a href="mailto:gbooth.trustee@ipschool.co.uk">gbooth.trustee@ipschool.co.uk</a>  <b>Jacqui Walters-Hutton</b>  <b>Claire Browning</b> <a href="mailto:cbrowning.trustee@ipschool.co.uk">cbrowning.trustee@ipschool.co.uk</a>  <b>Lucy Doble</b> <a href="mailto:ldoble.trustee@ipschool.co.uk">ldoble.trustee@ipschool.co.uk</a></p>
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To be reviewed by :	<p>13<sup>th</sup> November 2020</p>

## **INTIMATE CARE AND TOILETING POLICY**

The School ethos is to treat everyone with dignity and respect. All pupils at The Island Project ("the School", which includes the School site at Diddington Lane and the College Site at Birmingham Road) have the right to be safe and respected and have a right to privacy at appropriate times.

This policy sets out clear principles and guidelines in supporting personal and intimate care, with specific reference to toileting. It should be considered in line with our Child Protection Policy, Safeguarding Policy, Health and Safety Policies, Administering Medicines Policy and the appropriate care plans for each pupil

This policy supports the safeguarding and welfare requirements of all pupils within School, irrespective of age. The School will ensure that :

- No pupil's physical, mental or sensory impairment will have an adverse effect on their ability to take part in the day to day activities of school life
- No pupil with a named condition that affects personal development will be discriminated against
- That all pupils are treated with dignity and respect
- That where appropriate pupils with bowel function issues or any diagnosis with a potential impact on their ability to access education, will have an Individual Healthcare Plan drawn up in accordance with the policy on Medication of Pupils, and agreed between parents/carers and the School in conjunction with the School Nurse

### **Intimate Care Tasks**

Intimate Care tasks cover any task that involves the dressing, undressing, washing (including intimate parts), helping someone use the toilet, changing pads or carrying out a procedure that requires direct or indirect contact to an intimate personal area

### **Partnership with parents and carers**

The School and school nurse work in partnership with parents and carers to provide care which is appropriate to the needs of the individual pupil and the School will produce a behaviour plan. The behaviour plan will cover intimate care and will:

- Set out what care is required;
- Set out the number/sex of staff needed to carry out the task;
- Set out any additional equipment required;
- State the pupil's preferred means of communication. Terminology used for parts of the body and bodily functions will be appropriate for the age of the pupil;
- Have reference to the level of ability of the pupil;
- Acknowledge and respect the cultural or religious sensitivities related to aspects of intimate care; and
- Be regularly monitored and reviewed in accordance with the development of the pupil and in accordance with usual School practice.

Parents and carers are asked to supply the following:

- Spare clothes – more than one set may be sent in to ensure that pupils can be clothed appropriately at all times. If insufficient spare clothes are provided, parents may be required to bring additional clothing in to School.
- Spare underwear.

- Nappies/pull ups/continence pads.

### **Partnership with parents and carers**

When intimate care is given the member of staff will explain fully each task that is carried out as appropriate, and the reason for it. Staff encourage pupils to do as much for themselves as they are able.

All staff within the School have an enhanced DBS check.

### **Safeguarding**

Staff are trained on the signs and symptoms of child abuse which is in line with LSCB Guidelines and have read “what to do if you think a child is being abused” issued by the Department for Education.

If a member of staff is concerned about any physical or emotional changes to a pupil, such as marks, bruises, soreness, distress etc, they will complete a note of concern and inform a DSL in accordance with the School’s Child Protection Policy.

### **Dealing with bodily fluids**

Urine, faeces, blood, semen and vomit will be cleaned up in accordance with the School's policy on dealing with bodily fluids and in accordance with the individual pupil Behaviour plan.

When dealing with bodily fluids, staff wear protective clothing which is provided (gloves and plastic aprons) and will wash their hands thoroughly afterwards. Soiled clothing will be bagged to go home – staff will not rinse any clothing, Pupils will be kept away from any affected area until the incident has been completely dealt with

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection

**This policy aims to manage risks associated with toileting, intimate care and private time and ensures that employees do not work outside the remit of their responsibilities set out in this policy**