

Strawberry Hill School Clubs

Toileting and Intimate Care Needs Policy

Introduction

Strawberry Hill School Clubs is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the child, or as a result of disability or medical need. The main aim of the Strawberry Hill School Clubs is to ensure that our learners are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from Strawberry Hill School Clubs.

Principles

Strawberry Hill School Clubs respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

Clubs responsibilities

We will work with parents/carers to promote toilet training unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

Strawberry Hill School Clubs will ensure that anyone who undertakes intimate care is an employee of the Clubs and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional

circumstances, none of the named staff members for an individual are available, Strawberry Hill School Clubs will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be considered.

Strawberry Hill School Clubs will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

Strawberry Hill School Clubs will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

Strawberry Hill School Clubs will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to us, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with us to develop and agree a care plan.

Parents/carers must make sure that Strawberry Hill Clubs always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that Strawberry Hill School Clubs always has their emergency contact details.

Learner responsibilities

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy

Policy written 5th October 2023

Signed by Member of Staff _____ Print Name _____

Signed by Parent _____ Print Name _____

Date _____ Date _____