

PERSONAL AND INTIMATE CARE POLICY

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1. Purpose

- 1.1 This policy forms part of the school's safeguarding responsibilities, which include the belief that all pupils are to be protected from maltreatment and grow up in circumstances consistent with the provision of safe and effective care. The policy aims to provide guidance and reassurance to staff whose role includes personal and intimate care, and to assure parents/carers that staff are knowledgeable about such care, and that the parents/carers individual concerns are considered. Staff contribute to preventing the impairment of pupil's health or development and will act to enable all pupils to have the best outcomes. Jigsaw CABAS® School expects all staff, governors and volunteers to share this commitment. The Personal and Intimate Care Policy should be read in conjunction with the Safeguarding and Child Protection Policy.
- 1.2 The Personal and Intimate Care Policy has been written with guidance from Surrey County Council's *"Intimate Care and Toileting Policy Guidance - Early Year and Childcare Services" (2014-15)*, and The Department of Health *"Intimate Care Policy and Guidelines Regarding Children" (2006)*.
- 1.3 This policy document will be reviewed annually. Staff will be asked to evaluate the training procedures and the effectiveness of the procedures whenever they have had occasion to put them into practice.

2. Definitions

- 2.1 "The Trust" means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)
- 2.2 "The school" and "Jigsaw School" means Jigsaw CABAS® School
- 2.3 "CABAS®" is an acronym for Comprehensive Application of Behaviour Analysis to Schooling.
- 2.4 "Personal Care" encompasses those areas of physical and medical care that most people carry out themselves but which some are unable to do because of disability or medical need. Personal Care tasks can include, but are not restricted to:
 - Skin care/applying external medication
 - Feeding and supporting drinking
 - Administering oral medication
 - Hair care
 - Dressing and undressing (clothing)
 - Washing non-intimate body parts
 - Prompting to go to the toilet
- 2.5 "Intimate Care" can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of the sexual parts of the body. In some cases, it may be necessary to administer rectal medication. Intimate Care tasks specifically identified as relevant include physical assistance given to a person in connection with:

- Eating or drinking (including the maintenance of established parenteral nutrition)
- Toileting (including in relation to the process of menstruation)
- Washing or bathing
- Dressing and undressing (underwear)
- Oral care, or
- The skin, hair and nails (with the exception of nail care provided by a chiropodist or podiatrist)

Or the prompting, together with supervision, of a person, in relation to the performance of any of the activities listed, where that person is unable to make a decision for themselves in relation to performing such an activity without such prompting and supervision.

3. Scope

- 3.1 At Jigsaw CABAS® School the pupils are encouraged to participate in their own personal or intimate care, while expressing choice and having a positive image of his/her body.
- 3.2 The Safeguarding Team and School Management Team will ensure that the following procedures are followed.

4. The Policy

- 4.1 The nature of their disability means that pupils with a diagnosis of autism may not have sufficient understanding or awareness that certain behaviours directed towards themselves and others is not appropriate, and anyone involved with their personal and intimate care needs to be sensitive to their individual needs.
- 4.2 Jigsaw CABAS® School follows the Comprehensive Application of Behaviour Analysis to Schooling (CABAS®) methodology. The CABAS® system is designed to approve desired behaviours rather than disapprove undesired behaviours. The curriculum is designed to emphasise teaching through positive reinforcement. The CABAS® system uses the principles of positive reinforcement by identifying effective forms of reinforcement and the manipulation of intermittent and other schedules of reinforcement. The creation of pupil motivation is essential to the implementation of the principles of positive reinforcement within the CABAS® system.
- 4.3 Jigsaw CABAS® School adheres to the principles outlined in the Children Act 1989, updated 2004, believing that all pupils have a right to be protected from abuse. It is the intention of the procedures within this policy to ensure that the appropriate action is taken immediately where it is alleged that a pupil is suspected of being abused. The prime concerns at all times must be the welfare and safety of the pupil(s).

5. Principles of Personal and Intimate Care

- 5.1 Pupils should be encouraged to participate in their own personal and intimate care as part of a general approach towards aiding participation in daily life. It is essential that every pupil at Jigsaw CABAS® School is treated as an individual and that care is given as gently and as sensitively as possible.

- 5.2 Staff who provide personal and intimate care are trained to do so (including safeguarding and health and safety training in moving and handling) and are fully aware of best practice. Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.
- 5.3 Individual intimate care plans will be drawn up for particular pupils as appropriate to suit the circumstances of the pupil. These plans include a full risk assessment to address the personal safety and health of the pupil and the member of staff.
- 5.4 The needs and wishes of the pupil and parents/carers will be considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- 5.5 Staff should bear in mind the following principles:
- Every pupil has the right to be safe and secure
 - Every pupil has the right to personal privacy, dignity, respect and a professional approach from staff when meeting their individual needs
 - Every pupil has the right to be involved and consulted in their own intimate and personal care to the best of their abilities
 - Every pupil has the right to express their views on their own personal and intimate care and have such views taken into account
 - Every pupil has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
 - Every pupil's Educational Health Care Plan should be designed to lead to independence

6. Touch

- 6.1 Jigsaw CABAS® School recognises that touch is a fundamental part of wellbeing, emotional and social development care, and learning for the pupils. Touch may be used routinely in a number of ways, including communication, Therapy, to give reassurance and communicate security, through play, when teaching new skills, and for protection. It is important that staff are clear and open as to the reason for using touch. The use of touch is discussed during staff meetings and training to give guidance and support for the safeguarding of both pupils and staff.

7. Practical Considerations for Staff

- 7.1 To ensure the health and safety of staff and pupils at Jigsaw CABAS® School:
- All staff assisting with personal/intimate care must be employees of the school or setting, including full, part time, and bank staff. In some circumstances, unpaid employees, such as voluntary workers may assist provided they have been trained and DBS cleared.
 - Staff should receive training in good working practices which comply with health and safety regulations such as dealing with bodily fluids, wearing protective clothing, manual handling, child protection, HIV and infection, whistleblowing, and risk

assessment. Staff should also receive training for very specific intimate care procedures and follow pupil individual health and safety risk assessment procedures where relevant.

- Positive links should be made with other agencies involved with children and young people with specific care needs to enable the school to take account of the knowledge, skills and expertise of other professionals, and it will ensure the pupil's wellbeing and development remains the focus of concern.

8. Policy Review

- 8.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 8.2 This policy was last reviewed in September 2020

9. Version History

No.	Date	Amendment
1.1		
1.2	July 2019	Reference to children has been replaced by pupils
1.3	July 2020	Section 8. Addition of individual health and safety risk assessment
1.4	August 2020	Updated following governor comments.
1.5	September	Further updates following governor comments, related to cross gender care and some updated terminology.

10. Related Legislation & Guidance

Document	Location
Surrey County Council's "Intimate Care and Toileting Policy Guidance -Early Year and Childcare Services" (2014-15)	
The Department of Health "Intimate Care Policy and Guidelines Regarding Children" (2006).	

11. Related Internal Documentation

Document	Hard Copy Location	Electronic Copy Location
Safeguarding and Child Protection Policy		Common/ MyJigsaw / Policies / School /
Health and Safety Policy		Common/ MyJigsaw / Policies / Trust /
Whistleblowing Policy		Common/ MyJigsaw / Policies / Trust /
Risk Assessment Policy		Common/ MyJigsaw / Policies / School /