



PHILIPS HIGH SCHOOL POLICY ON INTIMATE CARE POLICY

The special needs of some of our pupils make it necessary for them to have intimate care procedures carried out at school e.g. toileting. We recognise this is a very important area where clear guidelines must be followed at all times to ensure dignity and respect for each individual and to avoid unnecessary discomfort and embarrassment.

- ◆ We aim to ensure that the individual is given as much privacy as possible by closing doors.
- ◆ We endeavour to keep the number of different people involved with an individual's intimate care to a minimum and plan our rotas accordingly, two members of staff when appropriate are involved.
- ◆ By having the same staff involved, we hope to build up understanding and trust, and by careful observation discover preferences and dislikes in procedures and adapt routines accordingly.
- ◆ Staff are as consistent as possible in individual intimate care practice but always responsive to reactions. Continuing with practices which produce a positive reaction, but adapting and changing anything that is found to produce a negative reaction from an individual.
- ◆ The specialist toilet facilities will always be locked, the keys being held by the SEN staff members involved.

The guidelines below are followed by staff:

Guidelines for Good Practice in Intimate Care

1. Provide privacy at all times.
2. There will be two staff members when appropriate involved in the procedure.
3. Treat the individual with dignity and respect.
4. Involve each person, as far as possible, in their own intimate care.
5. Encourage each person to have a positive self-image of their body.
6. Be as consistent as possible but responsive to reactions.
7. Never do anything unless you know how to do it.
8. Use equipment appropriately and only after training.
9. If you have a concern, report it.
10. Use equipment appropriately, and only after training.
11. Ask yourself, *'If this was happening to me would I feel comfortable and respected?'*
12. If possible work from the back of the individual.