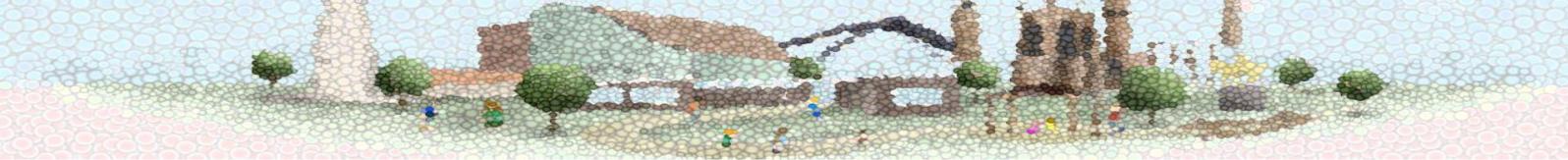


Sherbourne Fields School

Intimate Care Policy 2025/26



Sherbourne
Fields
School



INTIMATE CARE POLICY

Sherbourne Fields School is a broad spectrum special school for students ranging from 4 to 19. We welcome students' from across Coventry. We are a fully inclusive environment and aim to ensure everyone feels safe and happy irrespective of gender, disability, ethnicity and social, cultural or religious background. We aim to provide a safe place where curiosity is nurtured, learning is celebrated and expectations are high, enabling our students to become active members of their wider community beyond the school day.

This policy ensures our students' intimate care needs are met maintaining their dignity, respect and maximum independence.

INTRODUCTION

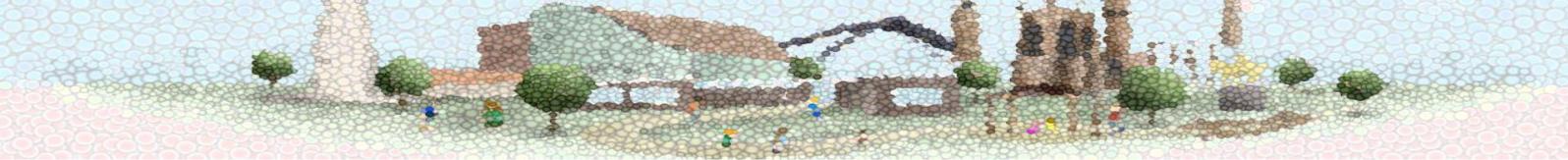
Intimate care is any procedure or activity which involves washing, touching or carrying out an invasive procedure beneath a student's clothing and/ or to intimate personal areas, such as changing an individual's incontinence pad. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, such as enteral feeding or the administration of rectal diazepam.

Sherbourne Fields is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all students with respect when intimate care is given. No student should be attended to in a way that causes emotional or physical discomfort, distress or pain.

OUR APPROACH TO BEST PRACTICE

The management of all students with intimate care needs will be carefully planned. The student who requires intimate care is treated with respect at all times; the student's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so, including appropriate health and safety and moving and handling training and are fully aware of best practice. Apparatus will be provided to assist with students who need special arrangements following assessment from physiotherapist/ occupational therapist as required, and where it has been provided it will be used by staff. School has a number of hygiene suite with changing beds and hoists. Staff will ensure they use the appropriate facilities in school for students who require adaptations.



Staff will communicate appropriately with students before beginning any procedure, using the individuals preferred receptive communication method to enable them to understand and participate. The student will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Wherever possible staff will encourage each student to do as much for him/herself as they can. This may mean, for example, giving the student responsibility for washing themselves. Individual intimate care plans will be drawn up for particular students as appropriate to suit the circumstances of the student.

Each student's right to privacy will be respected. Wherever possible student's will have their intimate care needs met by one person in the room, but careful consideration will be given to each student's situation to determine how many carers might need to be present. The reasons for requiring additional staff should be clearly documented.

Wherever possible the same student will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the student who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers. Staff will be supported to adapt their practice in relation to the needs of individual students taking into account developmental changes such as the onset of puberty and menstruation.

Intimate care arrangements will be discussed with parents/carers on a regular basis and changes will be recorded on the student's information file. The needs and wishes of students and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

CHANGING CLOTHES

Where it is required to change a student's clothes, such as for swimming or if they are soiled the same procedures will be followed, although additional adults may be required to ensure the student's physical needs are met and/ or they can be cleaned effectively.

OTHER INVASIVE PROCEDURES

Other procedures covered by this policy include, but are not limited to;

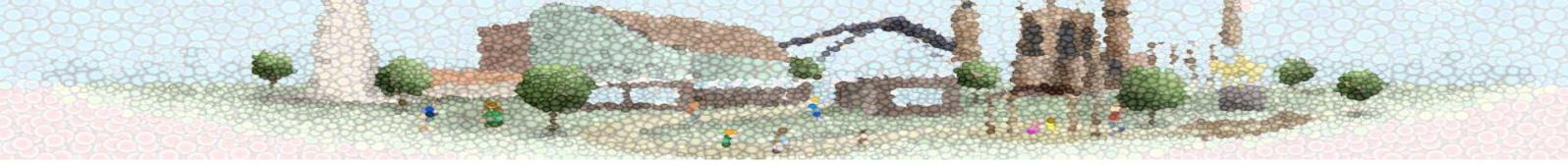
Oral feeding where the student is unable to feed themselves

Gastrostomy feeding

Tracheostomy care

Administering oxygen and oral suction

Carrying out diabetes blood monitoring and administering injected insulin



Administering oral/ inhaled/ injected/ drop/ suppository medication where the student is unable to do this themselves

First aid

THE PROTECTION OF STUDENTS

All students will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for safeguarding.

If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the student's needs remain paramount. Further advice will be taken from outside agencies if necessary.

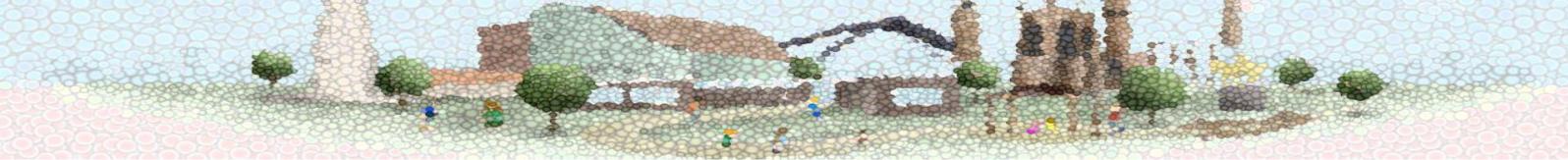
If a student makes an allegation against a member of staff, all necessary safeguarding procedures will be followed.

THE PROTECTION OF STAFF

Staff will ensure they have read an student's information file found in the students individual files on resources before carrying out any personal procedure, where there is one in place. Training for personal care, moving and handling, administering medications, and specialist medical procedures will be provided where required. Staff will never be asked to undertake a task which they have not been trained for, or which they do not feel adequately prepared or comfortable. It is the individual member of staff's responsibility to state if they are not suitably trained or confident to complete a requested procedure. It is not acceptable to refuse to carry out personal care on the grounds of gender. In individual circumstances a student may need to be supported by specific named staff due to personal interactions or the risk of allegations/ inappropriate approaches. In these situations a risk assessment will be prepared by the class teacher with the support of the safeguarding lead and circulated to all staff.

Staff will never take a student to the toilet or changing area without informing another adult where they are.

They will not carry out enteral feeding or any intimate care procedure other than changing or toileting while alone with the student in case medical support is required. If staff see anything which raises concerns while they are carrying out personal care procedures they



will call for support, if necessary using the emergency call cord. All safeguarding concerns will be recorded/ reported in line with the school safeguarding policy.

Adults supporting with showering or changing for swimming will not get changed in the same area as the children, and will not support with personal care while in a state of undress. Swimming staff will wear shorts/ leggings and t-shirt over their swim wear to limit skin contact with the students while changing or in the water.

School will provide PPE (personal protective equipment) such as gloves and aprons. Staff will wear these for all personal care procedures and will change them for each child or intervention.

HEALTH AND SAFETY

Soiled continence wear should be sealed in bag and placed in the appropriate bin in the toilet area along with all PPE. Medical waste and PPE from tube feeding or administering medication should be placed in the deep landfill bin. No waste from intimate or personal care or medical procedures should be put into a general waste bin. Adults should ensure they wash their hands before and after carrying out any procedure and that equipment is washed and stored appropriately, according to any specialist training.

FURTHER GUIDANCE

- ‘Working Together To Safeguard Students’, Inter-Agency Student Protection Procedures.
- Circular 10/95, Protecting Students from Abuse; The Role of the Education Service. DFEE
www.dfes.gov.uk/publications/guidanceonthelaw/10_95summary
- What To Do IF You’re Worried A Student Is Being Abused. Summary (2003)
www.doh.gov.uk/safeguardingstudents/index.htm

Reviewed: September 2025

Next Review: September 2026