

Sidemoor First School and
Nursery
Intimate Care Policy



January 2018

Proposed Review Date: January 2019

Aims

This policy and the intimate care procedure aims to:

- Safeguard the rights and well-being of pupils with regards to dignity, privacy, choice and safety;
- Assure parents/carers that all staff are knowledgeable about intimate care and that individual concerns are taken into account and, where possible, acted upon;
- Ensure parents/carers and pupils are involved in any decision about the intimate care of their child;
- Provide guidance and reassurance to staff;
- Provide staff with information and appropriate training in intimate care.

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities;
- Every child has the right to express their views on their own intimate care and to have such views taken into account;
- Every child has the right to have levels of intimate care that are as consistent as possible.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care.

Principles

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Keeping Children Safe in Education Sept 2016 to safeguard and promote the welfare of pupils at this school.

The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupils' intimate care needs is one aspect of safeguarding.

The governing body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/ her ability to carry out day to day activities must not be discriminated.

This intimate care policy should be read in conjunction with the school's policies as below:

- Safeguarding policy and child protection procedure
- Staff code of conduct and guidance on safer working policies

- 'Whistle-blowing' policy
- Health and Safety policy and procedures
- Special Educational Needs policy
- Administration of medicines policy

Child Protection

The governing body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

The school's child protection procedures will be adhered to.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc. s/he will immediately report concerns to the Designated Safeguarding Lead. A clear written record of the concern (orange form 1) will be completed and a referral made to Children's Services Social Care if appropriate, in accordance with the child protection policy.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitivity: no pupil should be attended in a way that causes distress or pain.

Staff will work in close partnership with parents/carers and other professionals to share information and provide continuity of care.

Where pupils with complex and/or long term health conditions have a health care plan in place, the plan, where relevant, takes into account the principles and best practice guidance in this intimate care policy.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

All staff undertaking intimate care are given appropriate training.

The intimate care policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

During and after the intimate care process, clear communication will be made between staff, pupils and parents where necessary. Children with medical needs who require personal care will have an individual health care plan written collaboratively with the child, parent, school and school nurse which is reviewed annually, if not before.

Responsibilities

Sidemoor First School and Nursery is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Staff recognise that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The management responsibilities are:

- To ensure that relevant staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid; child protection procedures and other aspects of manual handling;
- To provide an induction programme for all new staff to ensure that they are made fully aware of special educational needs and medical needs;
- To ensure that all relevant staff are familiar with the school's Intimate Care Policy and that they receive support and assistance from experienced staff.

The responsibilities for staff providing intimate care are:

To ensure they have read and are familiar with the Intimate Care Policy.

To ensure they are adhering to Sidemoor's policy and procedures around intimate care and safeguarding.

To ensure they are communicating with parents/carers where appropriate.

To ensure they are familiar with the individual health care plans or Individual Pupil Profile (IPP) for each child requiring intimate care.

To ensure they are working in consultation with the SENCO and school nurse.

To liaise with other professionals and agencies as appropriate to the intimate care.

To take part in staff training for any aspect of intimate care and safeguarding Training & Resources.

Staff who provide intimate care are trained to do so (including Child Protection training and health and safety in moving and handling) and are fully aware of best practice. All staff have been Team Teach trained.

Apparatus will be provided for the children who require special arrangements, this will be in consultation with guidance a physiotherapist/occupational therapist or school nurse as required.

Best Practice

Pupils who require regular assistance with intimate care have written Individual Health Care plans or an Individual Pupil Profile (IPP) agreed by staff, parents/ carers and other professionals actively involved. The plans are reviewed as necessary, at least annually and at any time of change or circumstance.

Where a plan or IPP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. if a child has had an accident). Information on intimate care is treated as confidential and communicated in person by telephone or by sealed letter.

In relation to record keeping, a written record will be kept in the first aid room of every time a child has an invasive medical procedure e.g. support with a catheter usage. It will be clear who was present in every case.

Staff who provide intimate care are trained in personal care according to the needs of the pupil.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care.

The religious views, beliefs and cultural values of children and their families are taken into account, particularly as they might affect certain practices or determine the gender of the carer.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Special needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty are considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the organisation are recorded. Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with arrangements made for those who can't) in regular reviews of these arrangements.

First Aid and intimate care

Staff who administer first aid should ensure that another adult is present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken. Regular requirements of an intimate nature are planned for. Agreements between the school/organisation, those with parental responsibility and the child concerned are documented and easily understood. The necessity for such requirements are reviewed regularly. The child's views are also be actively sought and, in particular, any discomfort with the arrangements addressed.

Physical Education

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment. Staff are aware of the limits within which such contact should properly take place and of the possibility of misinterpretation. Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

Toileting and Medical Intervention

Some pupils may require assistance with toileting or medical issues of an intimate nature on a regular basis. In these circumstances a plan will be in place to provide this support. Parents and the pupil will be consulted. An Individual Health Plan will be in place. Staff providing Intimate Care must refer to this and follow this in every instance in which it is relevant. Where pupils need assistance on an occasional basis, for example after a toileting accident or medical issue in an intimate area, such as a cut from a fall, staff will ensure that this is done discretely but will inform another member of staff before entering a cubicle. As detailed elsewhere in this policy, another staff member must always be in the close vicinity, aware that this care is occurring. Pupils will be encouraged to be as independent as possible in dealing with these incidents. Where a pupil cannot be independent in

cleaning themselves up/ attending to a medical issue staff will check that parents have not requested to be contacted in this event. Parents should be contacted and informed of this care as soon as possible in every event.

Out of school trips, clubs etc.

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips, holidays etc.

Massage

Massage maybe used with pupils who have more complex needs and/ or medical needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation.

Massage that is undertaken by school staff is confined to parts of the body such as hands, feet and face in order to safeguard the both adults and pupils.

Any adults undertaking massage for pupils must demonstrate an appropriate level of competence and training.

Intimate Care may be used as part of the 'Thrive Programme' in school, e.g. the use of hand massage. This is only to be carried out by those trained in this intervention.

SENCO: Rebecca Rowley

Next Review Date: Jan 19