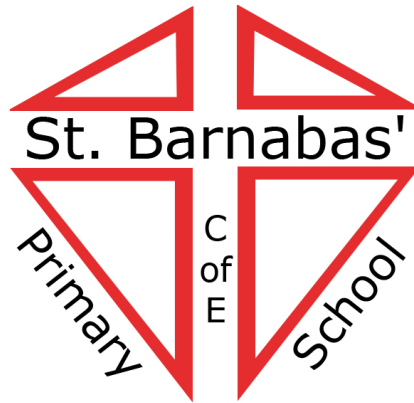


Heaton St. Barnabas' CE (VA) Primary School

Policy For



Intimate Care

This policy was approved by Curriculum Committee

On: 20th January 2023

Signed.....

Position: Staffing & Finance Committee

INTIMATE CARE POLICY

Our governing board ensures that:

- The school has a child protection policy and procedures in place that are in accordance with government and LA guidance and locally agreed interagency procedures, and the policy is made available to parents/carers on request.
- The school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- The school operates a safeguarding policy and adheres to the appropriate government guidelines to safeguard children in education.
- The school's practices are inclusive to all children and consideration is given to the development of each child.
- The school does not discriminate against pupils, staff and parents/carers. It treats everyone with respect and dignity and it complies with the Equality Act 2010.

Introduction

The governing board is committed to ensuring that the staff responsible for the intimate care of pupils carry out their role with the highest degree of professionalism and trust. Of paramount importance is the safety and welfare of the pupil.

Staff should feel comfortable and reassured that when carrying out intimate care they are following appropriate guidance. Likewise, this policy has been developed to safeguard staff.

The following principles are at the heart of this intimate care policy:

- Pupils have the right to be protected and safe when their intimate care needs are being met.
- Pupils have the right to have their personal privacy protected and will be treated with dignity and respect. Discretion in provision of the care will be required of staff to promote the principle of dignity and respect.
- Parents/carers need to be assured that the staff involved are knowledgeable about intimate care and that individual concerns are considered and acted upon.
- Where possible and subject to individual abilities, each pupil's opinion and views as to their intimate care should be taken into consideration.
- Intimate care will be dealt with in a caring and sensitive manner by those providing it to pupils.

Definition

Intimate care can be described as care tasks of an intimate nature that may include, but are not limited to, washing, touching or carrying out a task that, due to illness, disability or young age, the pupil may not be able to perform themselves.

This can include:

- Toileting and menstruation.
- Washing.
- Applying sun cream.
- Dressing/undressing.
- Cleaning up after a child has soiled him/herself.
- Regular injections (such as for diabetes).
- Physiotherapy (such as for some physically disabled children or those with cystic fibrosis).
- Supported eating (including tube feeding).

- Tracheostomy, catheter and stoma care, including administering medication.

The care itself may be regular or one-off, but in any event safe practices must be followed.

Provision of intimate care

The governing board recognises that the needs of pupils will vary according to the ability of each pupil. As far as is possible, the school will aim to enable all pupils to achieve the highest level of personal autonomy and independence.

Pupils who require regular assistance with intimate care needs, which may be for medical reasons, should have individual plans that are agreed with the parents/carers and medical or other professionals to ensure appropriate measures are in place to meet the specific care needs.

Parents/carers have the responsibility to advise the school of any intimate care needs of their child.

School responsibilities

Only those staff who have received suitable safeguarding, child protection and health and safety training are involved in the intimate care of children.

Consideration should be given to the pupils' family ethnicity, culture, beliefs and religion.

Members of staff need to be aware that some adults may use intimate care as an opportunity to abuse children. If a staff member has concerns regarding a colleague's intimate care practice these must be reported immediately to the designated safeguarding lead (DSL). Allegations of abuse will be dealt with under the school's policies.

The staff member delivering the intimate care must:

- Ensure that appropriate personnel are present to safeguard the child to ensure high standards of child protection, but with regard to the privacy and modesty of the child.
- Advise another member of staff when they are to deliver intimate care alone – refer to KCSIE if in doubt.
- Communicate with the child during the process carefully to ensure the welfare needs of the child are met. Simple clear language must be used.
- Report any safeguarding concerns immediately to the DSL, including reporting any concerns that may suggest the child is being or has been abused. These could, for example, include physical changes or emotional reactions.
- Encourage the child to do as much as they can themselves as possible.
- Adapt practice to the child's level of development physically, mentally and emotionally.
- Consider the parents'/carers' views when delivering intimate care – particularly regarding the gender of the care provider. Regard to the religious or cultural views may be required in such circumstances.
- Maintain high levels of hygiene and health and safety practice in relation to waste. Use appropriate equipment, such as gloves, as necessary.
- Use appropriate infection control practices.
- Not abuse the child in any way.

Ongoing support

Where the intimate care is ongoing and required on a regular basis, the school will agree the care with the parents/carers, and potentially the child, and obtain written consent for the intimate care. These arrangements should be reviewed regularly to ensure the care needs of the child are being met.

Where the intimate care involves a particular medical procedure, such as changing a catheter, the staff undertaking the care will have received appropriate training.

One-off support

In one-off instances, a particular care need may not have been agreed by the parents/carers. These can be considered 'emergency' type situations.

Such actions ought to be carefully considered and conducted by an appropriate member of staff. That member of staff must report the incident to the parents/carers as soon as possible. For example, the

parents/carers may need to be advised that the child has wet or soiled themselves. Such information should be provided by telephone or sealed letter to ensure confidentiality is maintained.

Nappy changing/toilet training procedures

Where a child enters school still in Nappies and needs intimate care parents are requested to complete a form to sign permission for staff to change pupils. Pupils who are able to be toilet trained are done so with the support of staff. Where there is a medical reason for older pupils there is a hygiene room for changing and support and training is sought from the school nursing team. Parents must sign permission for changing and named adults are identified on the plan.

Records and confidentiality

Permission must be sought from the parent/carer before any form of intimate care can be undertaken. Clear records should be kept of the support given to record each circumstance it is provided. This should include details of the action, the date and time and who provided the support. Such records must be kept on the child's file and be made available for review by the parent/carer.

It is crucial that records are kept secure and confidential. The school will ensure that such records comply with the requirements of the GDPR, are accurate and that only necessary staff personnel have access to them.

Complaints

If a child makes an allegation against a member of staff, the school's published child protection procedures will be followed. Any allegations are referred to the LADO and guidance undertaken.

INTIMATE CARE POLICY RELATED DOCUMENTS & GUIDANCE

This policy should be read in conjunction with the following statutory guidance issued by the DfE.

- 'Keeping Children Safe in Education' (KCSIE) dated September 2022. All schools and colleges must have regard to this statutory guidance when carrying out their duties to safeguard and promote the welfare of their pupils and students. This guidance contains five sections and it is advised that all staff must at least read part 1 of the guidance.
- 'Working Together to Safeguard Children' dated July 2022 and DfE advice 'What to do if you are worried a child is being abused March 2015 – Advice for practitioners'.

The following school policies (or similarly named) should also be referred to when it comes to safeguarding:

- Staff discipline policy.
- Child protection policy.
- Code of conduct.
- Safeguarding policy.
- Whistleblowing policy.
- Positive handling policy.
- Use of force and restraint policy.
- Health and safety policy.
- Administration of medicines policy (this may be separate or included in another policy).