



# Intimate Care Policy

**Signed by**

Headteacher:

Date:

Chair of Governors:

Date:

**Updated: July 2017**

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# **Haworth Primary School** **Policy for Intimate Care**

This policy represents the agreed principles for intimate care throughout the school.  
This policy has been agreed by all staff and governors within the school.

## **Safeguarding Statement:**

Haworth Primary School is committed to safeguarding and promoting the welfare of all our pupils, staff and visitors. Our Safeguarding Policies and procedures seek to support the child's development in ways that will establish security, confidence and independence in protecting themselves and provides clear guidelines and expectations for all pupils, staffs, visitors and parents to help achieve these goals. It should be regarded as central to the well-being of the child and therefore is an intrinsic part of school life and the curriculum. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Haworth Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. We believe that if this commitment is to be put into practice then the safeguarding policies and procedures the school has drawn up must be adhered to, communicated and fully understood and applied by everybody associated with the school.

## **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 pupils 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 (such as cleaning a pupil after they have soiled themselves) or dressing.

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 will undertake the procedure, (e.g. the administration of rectal diazepam, using a nasal gastric tube to administer medication)

## **Child Focused Principles of 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

## **Introduction**

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Haworth Primary School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's 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 against. The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Safeguarding Children and Safer Recruitment in Education' to safeguard and promote the welfare of pupils at this school.

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. All staff undertaking intimate care must be given appropriate training and must be given the choice as to whether they are prepared to provide intimate care to pupils.

## **School Practice**

- Pupils who require regular assistance with intimate care have written Individual Education Plans (IEP), health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. The plan will be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.
- Where a care plan or IEP is **not** in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). Information on intimate care will be treated as confidential and communicated in person or by telephone.
- The issue of intimate care is a sensitive one and will require staff to be respectful of the pupil's needs and carefully planned. The pupil's welfare and dignity is of paramount importance and should be preserved with a high level of privacy, choice and control. There should always be a high awareness of possible safeguarding and pupil protection issues (Also see Safeguarding Policy and Code of Conduct Policy). As such staff behaviour must be open to scrutiny and staff must work in partnership with parents, carers and health professionals, where appropriate, to provide continuity of care to pupils/young people wherever possible.
- Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.
- An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care. Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.
- Haworth Primary School 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. We recognise that there is a need to treat all pupils with respect especially when intimate care is given. No pupil should be attended to in a way that causes distress or pain.
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care. This is managed as part of the safeguarding training for staff, whereby staff do not have personal mobile devices with them throughout the day and all cameras remain outside areas where intimate care may be taking place.

- Where an assessment made by a physiotherapist/ occupational therapist determines special apparatus should be used to assist such care, this will be accommodated. 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. Staff who are involved in the intimate care of pupils/young people will not be involved with the delivery of sex and relationship education to the pupils/young people in their care as an additional safeguard to both the staff and pupils/young people involved.
- Each pupil will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for him/herself as he/she can. This may mean, for example, giving the pupil responsibility for washing themselves. Individual intimate care plans will be drawn up for each individual pupil as appropriate to suit the circumstances of the individual pupil.
- Wherever possible a pupil will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the pupil 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.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the pupil's care plan. The needs and wishes of pupils and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

## **The Protection of Pupils**

Haworth Primary School's safeguarding procedures and the Bradford & Airedale Safeguarding Board Safeguarding procedures will be adhered to at all times. All pupils 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 pupil's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager / designated person for pupil protection. If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded and staff are all advised to notify a member of the Leadership Team if a child has been distressed during intimate care. If a pupil makes an allegation against a member of staff, all necessary procedures will be followed (see Managing Allegations Against Staff Policy). Parents/carers will be contacted and informed as part of this process in order to reach a resolution. Where deemed appropriate, staffing schedules will be altered until the issue(s) are resolved.

## **Additional Guidance:**

### **Health and Safety:**

When attending to the intimate care of pupils, staff should be aware of the school's Health and Safety policy.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves and apron are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet

- Soiled clothing (urinary or faecal) is put in a plastic bag, unwashed, and sent home with the child

## **Special / Complex Health Needs**

- Pupils with special / complex health 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 must be considered with regard to individual teaching and care plans for each pupil. As with all arrangements for intimate care needs, agreements between the pupil, those with parental responsibility and the school should be easily understood and clearly recorded.
- Regardless of age and ability, the views and emotional responses of pupils with special needs should be actively sought (with advocacy arrangements in place for those who require assistance) in regular reviews of these intimate care arrangements.

## **Guidance to safeguard pupils and education staff with regard to higher risk situations e.g. physical contact, first aid, showers/ changing clothes, out of school activities and photography. Please read Code of Conduct Policy.**

## **Medical Procedures**

- Pupils who are disabled might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the health care plan or IEP and will only be carried out by staff who have been trained to do so.
- It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.
- Any members of staff who administer first aid should be appropriately trained in accordance with LA guidance. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

## **Physical Contact**

All staff engaged in the care and education of pupils, need to exercise caution in the use of physical contact.

The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background. Staff receive training in this as part of their induction and at Safeguarding training updates.

- Pupils with complex health and/ or special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted, where appropriate, to the individual requirements of each pupil. The arrangements must be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny. Consultation with colleagues and, where possible, parents/carers will take place where any deviation from the agreed arrangements are anticipated. Any deviation and the justification for it will be fully documented and reported.
- Extra caution is required by staff where a pupil is known to have suffered previous abuse or neglect. In this case, the pupil may view physical contact to be associated with such previous experiences and may result in staff being more vulnerable to allegations of abuse. Additionally, many such pupils may present as extremely needy and actively seek out inappropriate physical contact. In such circumstances staff should deter the pupil, minimising

any negative experience. In such cases ensuring intimate care is managed by 2 adults will help to protect staff from possible allegations and an individual pupil risk assessment would be in place.

- There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff will give this support where necessary, but must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

### **Dissemination of the Policy:**

- We will provide a copy of the policy to parents/carers of children with specific needs, where intimate care will be required.
- The policy will be available on the website.
- Where appropriate will use opportunities such as parent's evenings etc to share the policy with specific families.

All school staff, including teaching and support staff and the school nurse, will be informed of this policy and be required to support its implementation.

### **This Intimate Care Policy should be read in conjunction with the schools' policies as below:-**

- Safeguarding Policy
- Staff Code of Conduct
- 'Whistle-blowing' and Allegations Management Policies
- Health and Safety Policy
- Special Educational Needs Policy
- First Aid Policy