

St. Winefride's Catholic Primary School



Intimate Care Policy

Mission Statement

*To provide excellence in all aspects of school life,
embedded in the values and beliefs of the Catholic faith.*

Vision Statement

*To be an outstanding school where every member reaches
their true potential and knows the joy of a
personal relationship with Jesus Christ.*

Date of issue	Review date	Date ratified by Governing Body
11 th February 2015 14 November 2012	September 2017 September 2014	11 th February 2015 14 th November 2012

ST. WINEFRIDE'S CATHOLIC PRIMARY SCHOOL

Intimate Care Policy

Rationale:

As a Catholic School we recognise our Christian responsibility towards ensuring the dignity and welfare of all people and our mission to those who are most vulnerable in our society. St Winefride's Catholic 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 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. This policy should be read in conjunction with our Contenance Policy. The management of all pupils with intimate care needs will be carefully planned. The pupil's welfare and dignity is of paramount importance.

Aims:

To support each pupil to achieve the highest level of autonomy that is possible given their age and abilities.

To encourage each pupil to do as much for him/herself as he/she can, for example, giving the pupil responsibility for washing themselves.

To produce effective Individual intimate care plans for each individual pupil where appropriate to suit the circumstances of the individual pupil.

To ensure dignity, each pupil's right to privacy is paramount. Wherever possible, one pupil will be catered for by one adult unless staff or parent are more comfortable with two adults. If this is the case, the reasons will be clearly documented. The details to be contained in the Care Plan and the Agreement between, relevant staff and parent will be signed.

To protect pupils and staff entrusted with intimate care. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the pupil's care plan.

Procedures:

Staff

Staff who provide intimate care will be trained to do so (including Safeguarding, Child Protection and Health and Safety training in moving and handling) and be fully aware of best practice. 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.

The Protection of Pupils

St Winefride's Catholic Primary School's safeguarding procedures and the Bradford Safeguarding Children Board 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. If a pupil makes an allegation against a member of staff, all necessary procedures and protocols will be followed (see Allegations of abuse protocols). 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. During this time the pupil's needs remain of paramount importance. School will seek further specialist advice from outside agencies where necessary to maximize best outcomes for the pupil.

Health and Safety

When attending to the intimate care of pupils, staff should be aware of the school's Health and Safety policy. Staff should always wear an apron and gloves when dealing with a pupil who is menstruating or has soiled. Any soiled waste (urinary or faecal) should be placed in a polythene waste disposal bag, which will be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied regularly, (minimum on a weekly basis) and it will be collected as part of the usual refuse collection service. Note: this waste is not classed as clinical waste.

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.

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 should be aware that even well intentioned physical contact might be misconstrued directly by the pupil, an observer or by anyone the action is described to. Staff must therefore always make considered judgements when executing their duties, be prepared to justify actions and

accept that all physical contact will be open to scrutiny.

Any physical contact with an individual pupil is likely to be open to question unless the justification for this is formally agreed by the pupil, the school and those with parental responsibility.

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 is 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 supervision will help to protect staff from possible allegations.

Restraint

There may be occasions where it is necessary for staff to restrain pupils physically to prevent them from inflicting damage on either themselves, others or property. In such cases trained staff should use the minimum force necessary for the minimum length of time required for the pupil to regain self-control using accredited training techniques. In all cases of restraint each incident must be documented and reported. Staff must be fully aware of and adhere to the school's Use of Force to Control or Restrain Pupils Policy

Under no circumstances is it permissible to use physical force as a form of punishment, to modify behaviour, or to make a pupil comply with an instruction. Physical force of this nature is unacceptable and is likely to, constitute a criminal offence.

Pupils in distress

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 must remain self-aware at all times to ensure that their contact is not threatening or intrusive and is not subject to misinterpretation.

Judgement will need to take account of the circumstances of a pupil's distress, the extent and cause of the distress. To minimize the risk of misinterpretation/allegation, particular care must be taken in instances which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice, from their line manager or other appropriately qualified person.

First Aid and intimate care

Staff who administer first aid should ensure wherever possible that another adult or other pupils are 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 must be made aware of the task being undertaken. Regular requirements of an intimate nature should be planned for. For conditions known to school administered first aid procedures should be in line with agreed care plans.

Showers/changing clothes

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering changing rooms, avoid remaining in changing rooms unless the pupil's needs require it, avoid any physical contact when pupils are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising pupils in a state of undress, another member of staff is present. However, this may not always be possible and therefore, staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as pupils or shower with pupils.

Out of school trips, clubs etc.

Employees 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. Staff involved in such activities should also be familiar with school's policy and all LEA Guidance regarding out of school activities. To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips, holidays etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

Roles and Responsibilities

SENDco is responsible for agreeing if/when an Intimate Care Plan is needed, in conjunction with parent/carer and specialist agencies. Monitoring the provision and plan will be part of the SEND Review.