

Richard Cloudesley School

Intimate Care Policy

Approved by PDW Committee: 04.03.2019

Date for review: March 2022

Introduction

Richard Cloudesley School 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.

We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of a specific procedure only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

Our approach to best practice

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

Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from the school's risk assessor. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Personal care routines are supported by two adults, the combination of partners will change to ensure that the same two adults do not continually support the same pupil (safeguarding).

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Each child's right to privacy will be respected. Careful consideration will be given to each child's/young person's situation to determine how many carers might need to be present when a child has personal care i.e. going to the toilet. In the majority of cases one child will be catered for by two adults unless there is a sound reason for having more adults present.

All members of staff will use sensitive and appropriate **LANGUAGE** to describe and explain personal care arrangements and body parts they are cleaning. We will not, for example, talk about "toileting" or refer to the pupils in any careless or thoughtless manner. For example, we use the phrase "personal care" as a more sensitive use of language. We will not talk over pupils' heads about personal care arrangements. **WE WILL ALWAYS TREAT OUR PUPILS WITH DIGNITY AND RESPECT.** We will use supportive AAC systems to equip pupils to know and understand the appropriate words for their private parts, thus equipping them with the appropriate pathways and words which they may choose to use in the future.

The protection of children

Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of ability, development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. (s)he will immediately report concerns to the designated safe guarding lead for child protection. If a child 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 child's needs remain paramount. Further advice will be taken from outside agencies if necessary. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Photography/Video

Under no circumstances whatsoever do we ever photograph or video pupils in the toilets unless we have a parent's written permission.

Staffing of personal care arrangements

In the primary setting men and women will be able to conduct personal care until girls reach puberty. In the secondary setting, and after primary age girls reach puberty, men will not be involved in the personal care of girls. Men and women may work together to support the personal care needs of boys throughout the school. We will do our best to meet pupils and parent's wishes relating to personal care, but we may be constrained as we employ significantly more women than men.

Student nurses from partner organisations may be involved with personal care but always with an experienced member of staff. **Secondary aged students on work experience, student teachers or short-term supply teachers will not be involved in personal care**

