

Live, Learn and grow together



Sundon Park Junior School INTIMATE CARE POLICY

Rationale

This policy reflects the school's commitment in ensuring that each child feels valued, is empowered to make a positive contribution, is able to enjoy their school life and progress safely within a supportive and secure environment.

Intimate care/assistance and activities requiring close personal contact can be identified as any personal care/assistance that involves an individual's personal space. In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and developmental needs.

This policy must be read in conjunction with the School SEND Policy.

Purpose

Sundon Park Junior School's policy on intimate care/close personal contact offers staff straight forward advice about how they should approach this very personal aspect of their work.

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

The purpose of the policy at Sundon Park Junior School is to:

- Uphold pupil's rights to privacy and dignity.
- Identify situations which have elements of close personal/intimate contact.
- Recognise the responsibilities of adults involved.
- Safeguard pupils and adults from any misinterpretation of action.
- Ensure consistency of action whilst being sensitive to individual needs.

All staff engaged in the care and education of children and young people 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 the pupils this will be in response to the pupils needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Children with special needs may require more physical contact to assist their everyday learning. The general culture of "limited touch" will be adapted when appropriate to the individual requirements of each child. The arrangements must be understood and agreed by all concerned, justified in terms of the child's needs, consistency applied and open to scrutiny. Whenever possible, consultation with colleagues should take place where any deviation from the arrangements is anticipated. Any deviation and the justification for it should be documented and reported.

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 or dressing.

Guidelines

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of Child Protection, Health and Safety and DBS disclosure procedures.

- DBS checks: All adults participating in any activities including intimate/close personal contact will have undergone an enhanced DBS check.
- Child Protection: All child protection matters must be reported to the designated persons in school responsible for child protection. Procedures should follow the Safeguarding and Child Protection policy.
- Health and Safety: All staff should be aware of and adhere to the general Health and Safety guidelines as documented by the LA. Appropriate risk assessments should be carried out. Any Health and Safety concerns or queries should be taken up with the Head Teacher.

Best Practice

Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the pupils support plan.

Where a support plan 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). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter.

Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case.

These records will be kept in the child's file and available to parents/carers on request.

Staff who provide intimate should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

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 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.

There should always be two appropriate adults when assisting 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.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

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

Toileting/Changing

The following must be taken into consideration:

The need for privacy whilst being aware of the need to protect staff from allegations and pupils from possible inappropriate touching.

Encourage as much independence as possible using the progression of skills:

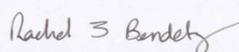
- Opportunity
 - Dependence
 - Cooperation
 - Participation
 - Supervised independent action
 - Independence
-
- Have access to and follow Care plans that are agreed and signed by Parents, Doctor, Head teacher and teacher.
 - Adults working with children should always give verbal prompts/instructions before touching, moving or handling pupils.

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

The Governing Body reviews this policy as necessary or when recommended to do so by LBC

Agreed by Governors on 13th April 2016

Signed by Chair of Governors:



Next review date: As required