



## HALESBURY SCHOOL INTIMATE CARE POLICY

**Date of Policy:** December 2013

**Policy review date:** December 2014

**Member of staff responsible:** EYFS Lead Teacher

### Background

This policy has been written taking into account 'Guidance for Safer Working Practice for Adults who work with Children and Young People'<sup>1</sup>, Dudley MBC November 2007, which in turn is based upon an original IRSC<sup>2</sup> document – 'Guidance for Safer Working Practice for the Protection of Children and Adults in Education Settings'<sup>3</sup>, commissioned by DfES<sup>4</sup>.

*Dudley Guidance* is available in the School's Policy Documents File for reference and held on 'Inside Dudley'. It has been based on 'Guidance for staff who provide intimate care for children and young people', Devon County Council 2006.

### Introduction

Halesbury School is committed to ensuring that all staff responsible for the intimate care of children/young people will undertake their duties in a professional manner at all times. Halesbury School treat all children/young people with respect when intimate care is given. No child/young person should be attended to in a way that causes distress or pain.

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<sup>1</sup>Dudley Safeguarding Children's Board have adopted this Code of Practice.

<sup>2</sup>Investigation Referral and Support Co-ordinators Network.

<sup>3</sup>September 2006. Document still in use and has relevance for educational settings.

<sup>4</sup>Department for Education and Skills, now known as Department for Children, Schools and Families (DCSF)

Revised under  
Chris Achar

12/6/14

P. Stevenson.

19/11/15.

P. Stevenson.

## **Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. 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 should undertake the procedure (e.g. the administration of buccal midazolam).

## **Our approach to best practice**

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's/young person's needs. The child's/young person's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of 'child protection' issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

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

Staff that provide intimate care are trained to do so (including Child Protection and Moving and Handling Training) and have a duty to comply with school policies and procedures that include:

- Child Protection
- Health and Safety
- Moving and Handling
- Personal pupil details including pupil pen portraits, health care plans, risk assessments and medical details.

Staff must have regard to the confidentiality of this information.

Staff are fully aware of best practice. Apparatus is provided to assist with pupils who need special arrangements following assessment from physiotherapist/occupational therapist as required. Reminders for staff on hygiene routines have been placed in bathrooms and risk assessments for hoisting pupils are undertaken for each individual as appropriate and included on their individual intimate care plans (Appendix 1).

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.

The child/young person 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 pupils responsibility for washing themselves. Individual intimate care plans are completed for each pupil and signed by parents/carers (Appendices 1 and 2).

Children/young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. Where possible intimate care for one child/young person will be catered for by one adult. Male staff will not provide intimate care for females. There are occasions where there will be need for an appropriate level of supervision in order to safeguard children/young people and/or satisfy health and safety considerations, for example when hoisting or showering. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

As far as possible other pupils should not be present with a child/young person when intimate care is being carried out, to maintain the dignity of the individual pupils. Staff should be responsive to a child's/young person's reactions, and to be aware of and acknowledge signs of their apprehensions, discomfort or disapproval.

It is important that staff should be as consistent as possible in the manner in which they provide intimate care. Staff should always allow adequate time to provide intimate care in line with individual intimate care plans.

Intimate care arrangements will be discussed with parents/carers as appropriate. The needs and wishes of children/young people and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Matters concerning intimate care should not be recorded in the home/ school communication diary as it is not a confidential document and could be accessed by people other than the parent/carer and member of staff. We recommend that communication relating to personal care should be made through a sealed letter, personal contact or a telephone call between a staff member and parent/carer.

At Halesbury School our policy for intimate care provides guidance and reassurance to staff. It safeguards the rights and well-being of children/young people and assures parents/carers that all staff are knowledgeable about intimate care and their individual concerns are taken into account.

Staff training needs in this area are carefully monitored. Induction programmes, supervision and training is provided for all staff involved, including staff on long term supply.

### **The Protection of Children**

We follow the procedures set out by the 'Dudley Safeguarding Children's Board.' All staff are trained in Child Protection awareness. The emotional responses of any child/young person to intimate care should be carefully and sensitively observed and where necessary any concerns referred to the designated person responsible for child protection (Deputy Head teacher).

If a member of staff has any concerns about physical changes in a child's/young person's presentation e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/designated person for child protection as above.

### **The Care Environment**

Within classes staff have responsibility for effective organisation of bathroom stocks and equipment.

Reminders on hygiene routines are in place in all bathrooms and these must always be adhered to. Staff should always wear protective gloves and aprons during intimate care routines and disinfect changing beds after use. All bathrooms in which pupils receive intimate care should be clean, dry, warm and private.

### **Communicating with pupils**

It is important to communicate at all times when children/young people have the potential to feel vulnerable. Staff should communicate with and give them reassurance where appropriate, but equally they should observe and listen. This will ensure the child/young person is comfortable with the person, place and provision of intimate care.

Photographs, symbols and words are used throughout the school as part of our total communication policy.

Children/young people will be aware of staff attitudes through their actions. They must not be made to feel that they are in any way being a nuisance, or that providing intimate care is a major effort.

Staff should where appropriate inform a child/young person before handling their personal effects including their clothes and should make no comment to the child/young person regarding soiled clothing but should remove it for washing.

As in all situations, it is important that staff do not talk about the child/young person or unrelated matters over them.

### **Confidentiality**

Confidentiality of a child's/young person's care needs must be observed at all times. Sensitive information should only be shared with those who need to know.

### **Monitoring**

The monitoring of this policy and its application, to be reviewed annually will be undertaken by:

- Head teacher and Governors
- All staff in their daily practice
- Staff with line management responsibility

### **Other relevant policies include:**

**Moving and Handling Policy**

**Child Protection Policy**

**Health and Safety Policy**