



Castle Hill School

INTIMATE CARE POLICY

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Signed off Last review	2018
Review frequency	Annually
Date to be reviewed	2019

Intimate Care

General Policy Statement

At Castle Hill School we provide a safe, secure, caring environment where everyone is valued and respected equally. We provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

Principles

The Local Governing Body will act in accordance with Section 175 of the Education Act 2002 and 'Safeguarding Children and Safer Recruitment in Education' (DCSF 2006) to safeguard and promote the welfare of pupils at this school.

The Local Governing Body and Principal will act in accordance with the supplementary DCSF guidance: 'Safer Recruitment and Selection in Education Settings' (2005) and 'Dealing with Allegations of Abuse against Teachers and other Staff' (2005)

This 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 Local Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the following

- Castle Hill's safeguarding policy
- health and safety policy and procedures
- policy for the administration of medicines
- the moving and handling policy
- the positive behaviour policy
- staff code of conduct or guidance on safe working practice

Castle Hill 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. It is acknowledged that these adults are in a position of great trust.

Castle Hill School recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers to share information and provide continuity of care.

Definition

Intimate care can be defined as any care which involves washing or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children 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.

It also includes supervision of children involved in self-care.

Best Practice

Staff who provide intimate care at Castle Hill School are trained to do so including in Safeguarding and health and safety training and in moving and handling (which is provided by the appropriate officers/advisers) and are fully aware of best practice regarding infection control. This includes the use of antibacterial hand wash at all times and the need to wear disposable gloves and aprons where appropriate and to dispose of waste material appropriately.

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.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

All children 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 his/herself as possible.

Children who require regular assistance with intimate care have written Individual Education Plans (IEP) or care plans agreed by staff, parents/carers (a parental/carer consent form is attached to this policy (Appendix A) and any other professionals actively involved, such as school nurses or physiotherapists. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns (such as past abuse) should be noted and taken into account. A parental/carer consent form is attached to this policy (Appendix A)

If a child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself) it is recommended practice that information on intimate care should be treated with respect and the parents/carers to be contacted if appropriate either by the Home School Book or telephone.

Every child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level.

It is not always practical for two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.

Male members of staff should not provide intimate care (such as toileting, changing or bathing) for female students. Nor should they be the second person in the bathroom when two people are required. This is safe working practice to protect children and to protect staff from allegations of abuse.

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

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

Safeguarding

The Governors and staff at Castle Hill School recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse.

The school's Safeguarding policy and inter-agency Safeguarding procedures will be accessible to staff and adhered to.

From a Safeguarding perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely but in this school best practice will be promoted and all adults will be encouraged to be vigilant at all times.

Where appropriate, all children 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 child's presentation, e.g. unexplained marks, bruises, soreness etc s/he will immediately report concerns to the Principal or Designated Safeguarding Leads for safeguarding. A clear written record of the concern will be completed and a referral made in accordance with inter-agency procedures. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless it is considered that to do so will place the child at risk of harm.

If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Principal. The matter will be investigated at an appropriate level (usually the Principal) 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 an adult working at the school, this will be investigated by the Principal (or by the Chair of the Local Governing Body if the concern is about the Principal) in accordance with the agreed procedures.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Principal or to the Chair of Governors, if the concern is about the Principal.

Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the EHCP or care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.

Medical Procedures

Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication colostomy bags or gastrostomy feeds. These procedures will be discussed with parents/carers, documented in the IEP or care plan and will only be carried out by staff who have been trained to do so.

Any members of staff who administer first aid should be appropriately trained. 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.

Massage

Massage is now commonly used with children who have complex needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation. Staff at Castle Hill School are involved in delivering aspects of programmes devised by therapists.

It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and children.

Other relevant policies:

- Safeguarding
- ICAT Use of touch
- Massage

Appendix A: Permission for school to provide intimate and personal care

Child's Full Name	
Male/ Female	
Date of Birth	
Parent/ Carer's Full Name	
Address	

I understand that;

Subject to the conditions laid down in the school Intimate Care policy, I give permission to the school to provide appropriate intimate and personal care support to my child e.g. changing nappies/pads or soiled clothing, washing and toileting assistance as necessary.

I will advise the headteacher of any medical complaint my child may have which affects issues of intimate care

Signed _____

Full Name _____

Relationship to Child _____

Date _____