



Kislingbury CEVC Primary School Intimate Care Policy

Policy Review Committee	Pupils and Personnel Committee
Policy Last Reviewed	October 2016
Policy Review Schedule	Annual
Policy Review Date	Autumn 2017

Introduction

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and 'Keeping Children Safe in Education' (Sept 2016) to safeguard and promote the welfare of pupils at this school.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care and this document should be alongside the DoE 'Keeping Children Safe in Education 2016'.

Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Duty 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:

- Kislingbury School's Code of Practice and Guidance for Safeguarding Children and Staff
- Kislingbury CE Primary School's Safeguarding and Child Protection Policy
- Health and Safety Policy and Procedures
- Policy for the Administration of Medicines in School
- Inclusion / Special Education Needs policy
- Procedures and Policy on Positive Handling

Kislingbury CE Primary 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.

We recognise 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, touching 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 intimate self-care.

Best Practice

Staff who may need to provide intimate care at Kislingbury CE Primary School will be trained to do so including child protection and health and safety training and when necessary in moving and handling. They are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate and to dispose of waste products using the correct disposal equipment and procedures.

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.

As an additional safeguard, staff involved in meeting intimate care needs of a specific pupil will not be involved with the delivery of sex education to the same children, wherever possible.

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 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.

Where a care plan or IEP 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 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.

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.

Two members of staff will be present when an intimate care procedure is being carried out, with the child's privacy being respected at all time. The second adult is unlikely to be involved in any procedure but in close proximity for safeguarding procedures. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers

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 need for confidentiality. Sensitive information will be shared only with those who need to know.

Any issues of inappropriate behaviour that arise during a procedure or any inappropriate comments that are made by the child will be recorded and passed onto the schools designated officer for child protection.

Disposal of Waste Products

The school will take care to dispose of any waste products from specific pupil care appropriately. If necessary, advice will be taken from the local council regarding disposal of large amounts of waste products.

Safeguarding and Child Protection

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

The school's Safeguarding and child protection policy and inter-agency child protection procedures will be made accessible to all staff.

From a child protection 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 Headteacher who is the designated senior person for child protection. A clear written record of the concern will be completed and a referral made to Children's Services if necessary, 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 Headteacher. The matter will be investigated at an appropriate level (usually the Headteacher) 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 Headteacher (or by the Chair of Governors if the concern is about the

Headteacher) in accordance with the agreed procedures. The Local Authorities Designated Officer will be informed.

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

Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP 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.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes. Adults (other than the physiotherapist) carrying out physiotherapy exercises with pupils must be employees of the school.

Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Medical Procedures

Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in in the School's Individual Health 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 the procedure, wherever possible, to have another adult present, with due regard to the child's privacy and dignity.

Record Keeping

It is our practice for a written record to be kept in an agreed format every time a child has physiotherapy or requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. If regular intimate care is needed as part of an individual Health Care Plan a log may be kept to highlight any particular issues.

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

Review

This policy will be reviewed every year during the Autumn Term or earlier if necessary by the Pupils and Personnel Committee

This policy was last reviewed in October 2016