

**By living out our Catholic faith
TOGETHER
we ENCOURAGE
and ACHIEVE**
"I have called you by name"

Definition:

Intimate care and assistance and activities requiring close personal contact can be identified as any personal care procedure that involves the invasion of an individual's personal space. Intimate care is seen as the physical assistance and supervision necessary to help a pupil meet their needs in terms of:

- Personal and Social needs
- Health Care needs
- It is part of the health and well-being curriculum.

Rationale:

This policy is in line with the school ethos / philosophy on caring for its pupils and should be read in accordance with the school's Child Protection Policy – updated September 2020 to reflect the requirements of KCSiE 2020.

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 development needs.

Aims:

We believe that there is a need to provide a whole school policy on the intimate nature of care routines for pupils in school to ensure that:

- We provide a high quality of intimate care for pupils - physically and emotionally, ensuring their well-being.
- Procedures are complimented by guidance to staff undertaking duties of care and for the protection of both staff and pupils themselves.

Purpose:

The purpose of the policy is to:

- Recognise and identify situations which have elements of intimate or close personal contact;
- Uphold pupils' rights to privacy and dignity;
- 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;
- Dispose of waste in an appropriate manner.

Situations may include, for example:

- Assisting pupils using the toilet:
- Lifting or transferring children in a variety of situations.
- Providing necessary physical assistance and support to individual pupils during curricular, practical, medical or PSD activities (i.e. dressing and undressing, therapy, PE and games, sickness, accidents, parts of IEP or self-help programmes, and so on);
- Providing personal care for pupils using the toilet or changing pupils' nappies, including the application of barrier creams. **Barrier creams can only be administered** if the cream is provided by parents and written permission from parents is received.
- Applying prescribed skin creams.

The use of barrier creams or any other prescribed creams should be included on the child's health care plan.

Procedures & Practice.

The policy should encompass a variety of activities but it must be accepted that there has to be a degree of flexibility and judgement within some situations to meet very individual needs or very particular circumstances. The guidelines should be followed in the context of all school policies, in particular those relating to Safeguarding and Health and Safety.

All adults participating in activities requiring intimate/close personal contact will have undergone statutory police checks.

1. Physical handling will vary according to the pupil's individual educational, physical, medical and therapy needs.
2. Except in unforeseen or emergency situations, pupils requiring care will normally have this documented in a Health Care Plan and/or Individual Plan and/or Physical Handling Plan which has been agreed with parents (and, where relevant, the pupil's permission). In unforeseen circumstances or emergency cases, parents will be informed as soon as is practicable and the pupil's permission obtained, if appropriate.
3. Routines are considered to be part of the pupil's education and should, as far as possible, promote/ maximise the development of self-help and independence.
4. Pupils should be handled with care, confidence, respect and reassurance.
5. All handling should always be undertaken with the sensitivity and provide the utmost regard for the pupil's dignity, the right for privacy and with respect for confidentiality.
6. More 'able' pupils should be encouraged to be independent and their privacy respected, with the minimal amount of supervision, whilst having given due consideration to health and safety issues.
7. Where possible female staff should work with female pupils and male staff with male pupils, with particular regard to age-appropriate issues. (NB: there are a very small number of male members of staff and therefore almost all intimate care is carried out by female staff members.)

8. During routines pupils should be talked to about what is happening to enable them to anticipate, understand and participate in care procedures.
9. Intimate handling of pupils will be overseen by familiar staff with who, ideally, the pupil share a 'good' relationship. Students or volunteers should always be overseen by the staff and never be on their own with a child
10. Staff should be provided with relevant training, including induction, child protection and lifting & handling training, along with any necessary updates and retraining (this should be 'certificated' if appropriate).
11. Staff must seek advice if they are unsure about care routines or any other matter.
12. Staff should be aware of the dangers of placing themselves in vulnerable situations and must seek to avoid doing so. They should seek support if necessary.
13. If during daily care routines explained marks, bruises or physical conditions are noticed, these should be reported in accordance with the Child Protection Procedure

Safeguarding

If you have any concerns regarding the child's well-being and safety please follow the school's safeguarding procedures and report to the Designated Safeguarding Officers.

The names of the designated persons are Mr McDermott, Miss Wilde and Mr Gore.

The Role of Students and Volunteer Helpers

Student, volunteer helpers (including parent helpers) must be supervised and not be put in a situation where they are alone with pupils except in extreme/emergency circumstances.

Student, volunteer helpers (including parent helpers) should not:

- Assist with toileting pupils
- Assist with any feeding regime requiring medical training or put in a position that would require them to respond in an emergency situation.

Student, volunteer helpers (including parent helpers) may:

- Supervise the children lining up for the toilets
- Assist at the dining table in general situations
- Assist in helping pupils change for PE if under the close supervision of school staff.

Physical Assistance

1. Give verbal prompts and/or instructions before moving into a pupil's personal space.
2. Give verbal prompts before touching, handling or moving a pupil.
3. Have regard for advice and instructions given by therapists regarding individual pupils movement and transfers.
4. Always use recommended equipment to assist with movement and transfers.
5. Check equipment regularly.

Toileting and Changing

The following points must be taken into consideration.

1. The need for privacy whilst being aware of the need to protect pupils from inappropriate touching.
2. The need for privacy whilst being aware of the need to protect staff from allegations of inappropriate touching.
3. Consistency of approach with necessary information, routines and verbal prompts communicated to staff assisting.
4. Awareness of assistant's personal hygiene procedures to include the use of gloves, aprons, etc. and emphasise the importance of correct hand washing.
5. Awareness of general hygiene and disposal of waste procedures.
6. (NB Soiled nappies, catheters etc. are disposed of in the specific allocated bin)
7. Ensure that females and boys who catheterise are cleaned 'front to back' to prevent the risk of infection.
8. Give sufficient time for the pupil to achieve, to be aware of expectations, and be familiar with the type and frequency of prompts.
9. Encourage as much independence as possible, using the progression of skills appropriate to individual need i.e.
 - Opportunity
 - Dependence
 - Co-operation
 - Participation
 - Supervised independent action
 - Independence
10. Agree upon the mix of male/female adult assistance with boy/girl pupils. It may not be appropriate for older boys to be assisted by female support staff.
11. Only use creams etc. with written permission from parents.
12. Secure written parental agreement to procedures.

Feeding and Eating

1. All procedures and routines to be kept up to date with information from parents and Health Care professionals.
2. Account to be taken of pupil likes and dislikes in addition to essential requirements.
3. Hygiene procedures to be adhered to (NB it is not appropriate to use the same apron/overall to be worn when assisting with feeding and personal hygiene).
4. Emergency procedures to be known and understood if choking is a potential hazard.
5. The importance of social interaction with peers at snack/lunchtime should not be underestimated.

Review of Procedures and Protocols

Pupils may have individual bathroom, feeding and physical assistance regimes which will need to be reviewed and amended. Advice from therapists will be sought in these circumstances.

The general policy will be reviewed in accordance with the review of all school policies or sooner if local or national directives impact upon it.

Policy written by I. M^cDermott – Head Teacher

Date: September 2020

Review date: September 2022

Intimate Care of Your Child:

Please complete and return this slip to the School Office

Name of your child:

Class:

In line with the 'Intimate Care Policy' of Sacred Heart RC Primary School (Atherton) I give permission for the following: **PLEASE CIRCLE YES OR NO.**

1. My child to have a shower after PE and swimming, with support and supervision of a member of staff. YES / NO
2. Staff to assist my child with showering, dressing and undressing, if required e.g. PE/swimming or, if the child removes a piece of clothing and is struggling to replace it without help. YES / NO
3. Staff to assist with toileting and personal care, if they require help. YES / NO
4. Staff to assist with lifting and handling, if required (this will usually apply to children who have mobility aids. e.g. wheelchair, push chair etc). However, it may sometimes be necessary to lift and appropriately handle other children in case of an emergency. e.g. children who fall to the floor and refuse to move. YES / NO
5. Providing personal care, including the application of barrier creams, to an intimate area and /or prescribed creams to body parts, if your child is unable to apply it himself / herself. YES / NO

Signed: _____ Parent/ Carer

Date of completion: _____