

# Palatine Primary School

# Intimate Care Policy



**Adopted: September 2015**

**Signed (Chair of Management Committee): Sept 15**

**Reviewed: September 2017**

**Review date: September 2019**

## **INTIMATE CARE POLICY**

### **Principles**

- Palatine Primary School will act in accordance with Section 175 of the Education Act 2002 and the Government guidance '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. Meeting a pupil's intimate care needs is one aspect of safeguarding.
  - Palatine Primary School recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil 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 schools' policies as below :
- Safeguarding Policy and Child Protection procedures
  - Staff code of conduct and guidance on safer working practice
  - 'Whistle-blowing' and allegations management policies
  - Health and Safety policy and procedures
  - Manual Handling Policy and guidance
  - Medicine Policy

### **Child focused Principles of Intimate Care**

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

### **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.

- It also includes supervision of pupils involved in intimate self-care.

## **Introduction**

Palatine Primary School is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all pupils with respect and dignity when intimate care is given. No pupil should ever be attended to in a way that causes distress or pain.

## **Our approach**

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

Staff who provide intimate care receive training to do so this includes; Child Protection, Health and Safety and manual Handling training. Within Manual Handling (lifting and moving) staff are given training on using slings and hoists as required and are fully aware of best practice. Equipment is provided to assist with pupils who need special arrangements following assessment from our physiotherapist and occupational therapist as required.

Staff are supported to adapt their practice in relation to the needs of individuals taking into account developmental changes such as the onset of puberty and menstruation.

The pupil will be supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage each pupil to do as much for him/her self as he/she can. This may mean, for example, giving the pupil responsibility for washing themselves.

Individual care plans are drawn up for particular pupils as appropriate to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected. Careful consideration will be given to their situation to determine how many staff might need to be present when a pupil requires intimate care. The number of adults stated on the individual's care plan (as required) and Statement of Special Educational Need is reviewed on a regular basis to ensure the correct provision is always available.

Where intimate care is required the staff allocated to that class will where possible work on a rota basis to ensure over familiarity in a relationship does not occur, yet, regular staff are attending the pupil so they feel comfortable and cared for.

It is best practice to have two staff members present during intimate care routines and wherever possible this will be provided by staff who are the same sex as the child. However, in our setting this is not always possible. On all residential visits there is a mixture of male and female staff to ensure intimate care is provided by an individual of the same sex wherever possible and we ensure that enough staff are provided to enable 2:1 for changing routines.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the pupil's care plan where this applies. The needs and wishes of

pupils and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **The Protection of Pupils**

Child Protection Procedures will be adhered to at all times. Concerns of a child protection nature must be referred to the Designated Safeguarding Lead (DSL) or Deputy DSL and dealt with in accordance with school child protection procedures.

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. marks, bruises, soreness etc they must immediately report concerns to the DSL – Assistant Head teacher Rosemary Needs or Head teacher Catriona Goldsmith in her absence.

If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into 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 pupil's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a pupil or any other person makes an allegation against a member of staff, all necessary procedures will be followed (see CP Policy/ Procedures for details). This should be reported to the Head teacher (or to the Chair of Governors if the concern is about the Head teacher) who will consult the Local Authority Designated Officer in accordance with the school's CP policy. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Head teacher or to the Chair of Governors, in accordance with the CP procedures and 'whistle-blowing' policy.

### **Pupils wearing pads**

Palatine staff work closely with parents in regards to intimate care routines. Class teachers and support staff will discuss care needs and timing issues with parents at the start of each year and have frequent contact with parents to discuss any changes in routine or care needs. This allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

### **Changing facilities**

Children who have long-term incontinence will use the specially adapted facilities in the School. The dignity and privacy of the child is of paramount concern and signs are used on the general toilet doors to show that the toilet is in use and that adults are assisting pupils in the toilet.

### **Equipment Provision**

Parents provide pads, wipes etc. Parents are made aware of any equipment they need to provide. Families need to send in the pads appropriate for the individual's needs and on occasion will also provide disposal bags and cleaning wipes. A

change of clothes may also be necessary. School is responsible for providing gloves, aprons, a bin and liners to dispose of any waste.

### **Health and Safety**

Staff will always wear gloves when dealing with a pupil who is bleeding or soiled or when changing a soiled pad. Any soiled waste is placed in a yellow waste disposal bag, which can be sealed. This bag is then placed in a specialist bin (complete with a yellow liner) which is specifically designated for the disposal of such waste. The bin is emptied and collected by Initial 3 times a week. All staff are aware of the school's Health and Safety policy.

Regardless of age and ability, the views and/or emotional responses of our pupils with special needs are actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

### **First Aid and intimate care**

There are named staff in School who administer first aid and wherever possible another adult or pupil are present. The pupil's dignity is always considered and where contact of a more intimate nature is required, another member of staff is always in the vicinity and made aware of the task being undertaken.

### **Medical Procedures**

Pupils who are disabled 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 and documented in the Individual Healthcare Plan (IHP) and will only be carried out by staff who have been trained and signed off to do so.