



The Redway School Intimate Care Policy

Date of Original Policy:	May 2009
Date of Last Review:	September 2018
Date of Next Review:	September 2020
Member of staff responsible:	Ruth Sylvester and Diane Walker Designated Safeguarding Officers

Principles:

The Governing Body will act in accordance with Section 175 of The Education Act 2002 and the following guidance:

- Keeping Children Safe in Education September 2016
- Guidance for Safer Working Practice for those Working with Children and Young People in Education 2015
- The Redway School's Child Protection Policy
- The Redway School's Safeguarding Policy

To safeguard and promote the welfare of all pupils at The Redway School.

The Redway 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 Governing Body 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.

The Governing Body 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. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. A child's welfare is of paramount importance and his / her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively.

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

Where pupils with complex and / or long-term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.

All staff undertaking intimate care are given appropriate training, advice and support. Staff never undertake intimate care procedures alone.

This Intimate Care Policy has been developed to safeguard children and young people and staff. It applies to everyone involved in the intimate care of children and young people.

Child and Young Person Focussed Principles of Intimate Care:

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

- Every child and young person has:
 - a right to be safe
 - the right to personal privacy
 - the right to be valued as an individual
 - the right to be treated with dignity and respect
 - the right to be involved and consulted in their own intimate care to the best of their abilities
 - the right to express their views on their own intimate care and to have such views taken into account
 - 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 the intimate personal areas which most people usually carry out themselves but the majority of pupils are unable to because of their young age, physical difficulties, medical conditions or special needs.

Examples include care associated with continence as well as menstrual management as well as more ordinary tasks such as help with washing, toileting, dressing and undressing, swimming.

It also includes the supervision of children and young people involved in intimate care.

Best Practice:

Pupils who require regular assistance with intimate care have intimate care plans agreed by staff, parents / carers and any other professionals actively involved, such as school nurses, physiotherapists, occupational therapists. The plan is reviewed as necessary, but at least annually, and at any time where there is a change of circumstances. They also take into account procedures for educational visits / day trips.

Accurate records are kept when a pupil requires assistance with intimate care; this includes a full date and time and any comments such as changes in the child's behaviour. It is clear who is present in every case.

These records are kept in the pupil's classroom and where requested in a pupil's home / school link book. They are available to parents upon request.

All pupils are supported to achieve the highest level of autonomy that is possible given their ages and abilities. Staff encourage each individual pupil to do as much for his / herself as possible.

Staff who provide intimate care are trained in personal care - for example moving and handling, health and safety according to the needs of the individual pupil.

Staff are fully aware of the best practice regarding infection control, including the requirement to wear disposable gloves and an apron at all times and for these to be replaced when changing different pupils, as well as the need for cleaning the changing beds after they have been used.

Staff are 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.

Careful communication is integral between staff and each pupil who requires help with intimate care in line with their preferred needs of communication (verbal, signed, symbolic etc.) to discuss their needs and preferences. Where a pupil is of an appropriate age and level of understanding permission will be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all pupils in a way that reflects their ages and understanding.

Every pupil's right to privacy and modesty will be respected. Wherever possible, a pupil's wishes and feelings are sought and taken into account.

The religious views, beliefs and cultural values of pupils and their families are taken into account, particularly as they may affect certain practices or determine the gender of the carer.

Whilst safer working practice is important, such as in relation to staff caring for a pupil of the same gender, there is research (National Children's Bureau (2004) *The Dignity of Risk*) which suggests there may be missed opportunities for children and young people due to over anxiety about risk factors; ideally every pupil should have a choice regarding the members of staff involved

Adults who assist pupils with intimate care will be employees of the school, not students or volunteers, and therefore have the range of safer recruitment checks, including enhanced DBS checks.

Health and Safety guidelines must be followed regarding the disposal of waste products.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care (see school policy)

Safeguarding and Child Protection:

The Governors and staff at the Redway School recognise that pupils with special needs and disabilities are particularly valuable to all types of abuse.

Two members of staff will be present at all times when intimate care procedures are followed through with a pupil.

The Redway School's Safeguarding and Child Protection procedures will be adhered to at all times.

From a Safeguarding and Child Protection perspective it is recognised that intimate care involves risks for pupils and adults as it may involve staff touching intimate / private parts of a pupil's body. At The Redway school best practice will be promoted and all adults will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills carefully monitored to their level of development and understanding.

If a member of staff has any concerns about physical changes in a pupils' presentation, e.g. unexplained marks, bruises etc. she / he will immediately report concerns to one of the Designated Safeguarding Leads. A clear written record of the concern will be completed and a referral made to the CWDST or other relevant agencies, if appropriate.

If a pupil, or any other person, makes an allegation against an adult working in the school this should be reported to The Head Teacher, Deputy Head Teacher (or the Chair of the Governing Body if the concern is about the Head Teacher) who will consult the Local Authority Designated Officer (LADO) in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It will not be discussed with any other members of staff or the member of staff to whom the allegation relates.

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 The Deputy Head Teacher or to the Chair of Governors in line accordance with the child protection procedures and the 'whistle blowing' policy.

Physiotherapy and Occupational Therapy:

Pupils who require physiotherapy or occupational therapy whilst at school have a programme managed by a trained physiotherapist or occupational therapist. They train school-based staff to deliver the programmes that are updated regularly. The therapists observe school based staff applying the advised techniques.

Any concerns about the regime or any failure in equipment should be reported to the correct therapists or the heads of care.

Medical Procedures:

Pupils who are disabled may require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters, colostomy bags as well as those procedures associated with ng tubes, suctioning, tracheostomies. These procedures are overseen and managed by the school nursing team and carried out by school staff who have been trained to do so.

All staff follow infection control guidelines and ensure that medical items are disposed of correctly.

Any members of staff administering first aid are appropriately trained. If an examination of a pupil is required in an emergency first aid situation were possible another adult will be present, with due regard to the pupil's privacy and dignity.

Alternative Therapies:

A variety of alternative therapies (e.g. aromatherapy, Amatsu, massage, functional reflexology) are commonly used with pupils who have complex needs and / or medical needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation.

Such therapies will be undertaken by school staff and will not include any intimate body parts.

Any adult undertaking such therapies will demonstrate an appropriate level of competence.

Other Policies to be read in conjunction with this:

- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Keeping Children Safe in Education (September 2016)
- Safer Working Practice for those working with Children and Young People in Educational Settings (October 2015)
- Moving and Handling Policy
- Health and Safety Policy