

Saint Martin's Catholic Academy



Intimate Care Policy & Procedures

*'Knowing the best that has been thought
and said and knowing that we are loved by God'*

Approved by:

Jim Connolly

Date: 16/05/19

Last reviewed on:

May 2019

Next review due by:

May 2022

1 Introduction

Saint Martin's Catholic Academy is an inclusive school where all students are made to feel welcome and valued. Staff who work with children and young people who have special educational needs and medical needs will realise that the issue of intimate care is a difficult one and this will require staff to be respectful and professional at all times. Saint Martin's Catholic Academy recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. At Saint Martin's Catholic Academy, the child's welfare and dignity is of paramount importance. The purpose of this policy is to set out procedures that safeguard pupils and staff by providing a consistent approach to intimate care and intimate care plans (**SEE APPENDIX 1**). We recognise that intimate care raises complex issues. Whilst it may not be possible to eliminate all risks, the balance should be on the side of dignity, privacy, parental and pupil choice and safety.

2 Definition

Intimate care involves helping pupils at Saint Martin's Catholic Academy with aspects of personal care, which they would otherwise undertake for themselves. Pupils with disabilities may require help with moving and handling, dressing, eating, drinking, toileting and menstruation, physiotherapy exercise programmes and massage interaction. Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence, menstrual managements, dressing and moving or handling.

3 Aims

This policy and the intimate care procedure aims to:

- Safeguard the rights and well-being of pupils with regards to dignity, privacy, choice and safety
- Assure parents/carers that all staff are knowledgeable about intimate care and that individual concerns are taken into account and where possible, acted upon
- Ensure parents/carers and pupils are involved in any decision about the intimate care of their child
- Provide guidance and reassurance to staff
- Ensure that parents/carers and pupils are actively involved in the development of agreed intimate care protocols
- Ensure that details of an agreed intimate care protocol will be formally written in an individual health care plan and will be shared with other agencies where necessary
- Provide staff with information and appropriate training in intimate care

4 Protection of Children

The 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. Children's dignity will be preserved at all times and a high level of privacy, choice and control will be provided to them. Education Child Protection Procedures and Health and Safety for Manual Handling of People procedures will be accessible to staff providing intimate care and adhered to. Each child's right to privacy shall be respected and staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves where appropriate.

At Saint Martin's Catholic Academy, children are taught a personal safety curriculum as part of Personal, Social and Health Education in line with their developmental level and degree of understanding to ensure they maintain personal safety. At Saint Martin's Catholic Academy, personal and intimate care will be delivered by two members of staff to every one child. Where possible, pupils will be given intimate care by the same sex member of staff. However, this may not always be possible due to the uncertain nature of a school day. Each child/ young person will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive. If a child 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 child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, he/she will immediately report concerns to the designated safeguarding lead and follow the safeguarding protocol for Saint Martin's Catholic Academy. If a child makes an allegation against a member of staff, this will be dealt with in line with the

Safeguarding policy. All staff are made fully aware of these policies at the start of the year, with refreshers and updates throughout the year. Those working in the intimate care of young people, will be made especially aware of these policies and procedures.

5 Communication

During and after the intimate care process, clear communication will be made between staff, pupils and parents/carers where necessary. Children with medical needs who require personal care will have an individual health care plan written collaboratively with the child, parent/carer, school and school nurse which is reviewed annually, if not before. There will be careful communication during the intimate care process in line with their preferred line of communication (verbal, symbolic etc.) to discuss the child's needs and preferences. Each child shall be aware of the procedure carried out and the reasons for it. Each pupil who requires intimate care will have a home/school care diary which may include information on how well a pupil has eaten or drunk that day, particular achievements made by the pupil, medical information, record of toileting including the staff that was present and any physiotherapy/massage exercises undertaken. Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's individual health care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

6 Responsibilities

Saint Martin's Catholic Academy 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. Staff at Saint Martin's Catholic Academy recognise that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. The management responsibilities are:

- To ensure that relevant staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid; child protection procedures and other aspects of manual handling
- To provide an induction programme for all new staff to ensure that they are made fully aware of special educational needs and medical needs
- To ensure that all relevant staff are familiar with the school's Intimate Care Policy and that they receive support and assistance from experienced staff
- The responsibilities for staff providing intimate care are:
 - To ensure they have read and are familiar with the Intimate Care Policy
 - To ensure they are adhering to Saint Martin's Catholic Academy's policy and procedures around intimate care and safeguarding
 - To ensure they are communicating with parents/carers via the home/school care diary
 - To ensure they are familiar with the individual health care plans for each child requiring intimate care
 - To ensure they are working in consultations with the SENCO and school nurse
 - To liaise with other professionals and agencies as appropriate to the intimate care
 - To take part in staff training for any aspect of intimate care and safeguarding

7 Training & Resources

Staff who provide intimate care are trained to do so (including Child Protection training and health and safety in moving and handling) and are fully aware of best practice. Training for manual handling of people will be renewed annually. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist/ school nurse as required. Equipment shall be checked in line with British Engineering guidelines and checked for safe use every 6 months. 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.

8 Reviewing the Policy
This policy shall be reviewed every 3 years by the SENDCo and DSL. It will be shared with parents/carers and made available on Saint Martin's Catholic Academy's website.

APPENDIX 1

Saint Martin's Catholic Academy
Intimate Care Plan

Child's Name: _____

Date of Birth: _____

Name of Support Staff Involved: _____

Area of Need: _____

Equipment Required: _____

Location of Suitable Facilities: _____

Frequency of Support: _____

Other details:

Agreed and signed:

Parents/Carer: _____ **Date:** _____

Child (if appropriate) _____ **Date:** _____

Staff involved _____ **Date:** _____

Principal _____ **Date:** _____