

Intimate Care Policy

Leehurst Swan School



Approved by:	 Headmaster  Chair of Governors	Date: 28/09/2021
Last reviewed on:	28/09/2021	
Next review by:	28/09/2023	

Background

This policy applies to all sections of the school including EYFS

This policy applies to all staff undertaking personal care tasks with pupils but particularly to those who are in the Early Years Foundation Stage, as the normal range of development for this group of pupils indicates that some may not be fully toilet trained.

In addition to this there may be other vulnerable groups of pupils who may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment. Leehurst Swan School is committed to providing personal care that has been recognised as an assessed need and indicated in the care plan for an individual pupil such that we:

- maintain the dignity of the individual pupil;
- are sensitive to their needs and preferences;
- maximise safety and comfort;
- protect against intrusion and abuse;
- respect the pupil's right to give or withdraw his consent;
- encourage the child to care for themselves as much as they are able and protect the rights of everyone involved.

Introduction

Leehurst Swan 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. We recognise that there is a need to treat all children with respect and dignity when intimate care is given and no pupil should be attended to in a way that causes distress, embarrassment or pain.

Staff who provide intimate care to pupils have a high awareness of safeguarding issues and a pupil's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

Our Approach to Best Practice

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

Staff who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from the appropriate agencies.

It is essential that the adult who is going to change a pupil informs the teacher and/or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. However, in order to completely secure against any risk of allegation, a second member of staff may be present whenever possible.

Staff will be supported to adapt their practice in relation to the needs of individual pupils and where necessary Individual Intimate Care Plans will be drawn up for to suit the circumstances of the pupil.

Intimate care arrangements and plans will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

The school will adhere to current safeguarding procedures and all staff are required to read Part 1 of KCSIE (Keeping Children Safe in Education) guidance. Where parents do not co-operate with intimate care agreements concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor and Headmaster to identify the areas of concern and how they may be addressed. If these concerns continue there should be discussions with the school's safeguarding co-ordinator about the appropriate action to take to safeguard the welfare of the child.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. he/she will immediately report concerns to the designated safeguarding lead or deputy safeguarding lead.

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 the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.