



Tall Oaks Academy Trust

POLICY

Intimate Care

September 2021

Review Date: September 2024

Authorised by: *S. Wilson* Susan Wilson Executive Headteacher

Intimate Care Policy

Introduction

The Board of Trustees will act in accordance with Section 175 of the Education Act 2002 and the Government guidance '*Keeping Children Safe in Education*' (September 2021) to safeguard and promote the welfare of pupils at this Trust. The Trust includes all 3 schools; Castle Wood Academy, Mercer's Wood Academy and White's Wood Academy.

This Trust 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 Board of Trustees recognises its duties and responsibilities in relation to the Equalities Act 2010 that requires that any pupil with an impairment that affects their ability to carry out day-to-day activities must not be discriminated against.

This Intimate Care Policy should be read in conjunction with the Trust's policies as below (or similarly named):

- Safeguarding and Child Protection Policy (annually reviewed)
- Code of Conduct for Staff
- Health and Safety Policy and Procedures
- Special Educational Needs and Disabilities policy
- Supporting Children with Medical Needs
- First Aid Policy

The Board of Trustees 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. The child's welfare is of paramount importance and their 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; no pupil should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/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 to account the principles and best practice guidance in this intimate care policy.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

All staff undertaking intimate care must be given appropriate training.

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

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 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).

Best Practice

Pupils who require regular assistance with intimate care have written health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as Trust nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled themselves). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter, not through the home diary.

In relation to record keeping, a written record should be kept in a format agreed by parents and staff every time a child has an invasive medical procedure, e.g. support with catheter usage.

Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case.

These records will be kept in the child's file and available to parent/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. **Staff will encourage each individual pupil to do as much for themselves as possible.**

Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Staff will be 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.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should 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 children in a way that reflects their ages.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when they need help with intimate care. SEND advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

An individual member of staff should inform another appropriate adult when they are going to assist a pupil with intimate care as they will need two members of staff as a minimum.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might 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** 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 member of staff. There might also be occasions when the member of staff has good reason not to work with a pupil. It is important that the process is transparent so that all issues stated above can be respected; this can best be achieved through a meeting with all parties, as described above, to agree what actions will be taken, where and by whom.

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

Health and Safety guidelines should be adhered to regarding waste products, if necessary, advice should be taken from the Trust's Health and Safety Lead, Mr P Turner, regarding disposal of large amount of waste products or any quantity of products that come under the heading of clinical waste.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Safeguarding

The Board of Trustees and staff at this Trust recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse. The Trust's safeguarding procedures will be adhered to.

From a safeguarding perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this Trust best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) 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 matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc. they will immediately report concerns to the Designated Safeguarding Lead. A clear written record of the concern will be completed and a referral made in accordance with the Trust's Safeguarding procedures. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this

should only be done where such discussion and agreement-seeking will not place the child at increased risk of suffering significant harm.

**National Children's Bureau (2004) The Dignity of Risk*

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the Head of School. The latter will be investigated at an appropriate level (usually the Head of School and Safeguarding and Welfare Officer) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue/s is/are resolved so that the child'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 an adult working at the Trust this should be reported to the Executive Headteacher (or to the Chair of the Board of Trustees if the concern is about the Executive Headteacher) who will consult the Local Authority Designated Officer in accordance with the Trust's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers – which forms part of the Trust's Safeguarding 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 Trust or about any improper practice will report this to the Head of School or to the Chair of the Board of Trustees, in accordance with the Safeguarding procedures and 'whistle-blowing' policy.

Physiotherapy

Pupils who require physiotherapy whilst at Trust should have this carried out by a trained physiotherapist. If it is agreed in the SEND Trust-based or care plan that a member of the Trust staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. The physiotherapist should observe the member of staff applying the technique.

Under no circumstances should Trust staff devise and carry out their own exercises or physiotherapy programmes.

Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

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, documented in

the health care plan or SEND profile and will only be carried out by staff who have been trained to do so.

It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid should be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

Massage

Massage is now 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. It is recommended that massage undertaken by Trust staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and pupils. Any adult undertaking massage for pupils must be suitably qualified and/or demonstrate an appropriate level of competence.

Care plans should include specific information for those supporting children with bespoke medical needs.

Toilet Management Plan

Child's Name:

Name of support staff involved:

Date of record:

Area of Need	
Equipment Required By	
Location of suitable toilet facilities	
Support Required	Frequency of Support

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Working towards Independence

Trust will	Parents will	Child will try to	Target Achieved (date)

Signed:

Parents/Carers

Signed:

Member of staff

Signed:

Child (if appropriate)



Risk Assessment:

Child's name:

Name of School:

Date of risk assessment:

	Yes	Notes
Does the weight/size/shape of the pupil present a risk?		
Does communication present a risk?		
Does comprehension present a risk?		
Is there a history of Safeguarding concerns?		
Are there any medical considerations? Including pain? Discomfort?		
Has there ever been allegations made by the child or family?		

Does moving and handling present a risk?		
Does behaviour present a risk?		
Is staff capability a risk? (back injury/pregnancy)		
Are there any risks concerning Individual Capability (pupil) <ul style="list-style-type: none"> • General fragility • Fragile bones • Head control • Epilepsy • Other 		
Are there any environmental risks? Heat/Cold		

If yes to any of the above examples, complete a detailed personal care plan.

Signed:

Date:

Name:

Record of Intimate Care Intervention:

Child's Name:

Class/Year group:

Name of support staff involved:

Date	Time	Procedure	Staff signature	Second signature


