

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR INTIMATE CARE



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Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



Welsh Heritage Schools Initiative



Menter Ysgolion y Drefnadaeth Gymreig



Portfield School adopts the LEA guidance on

INTIMATE CARE POLICY FOR SCHOOLS

This policy will be reviewed annually.

Signed (Chair of Governors)

Signed(Headteacher)

Date

Reviewed

**PEMBROKESHIRE COUNTY COUNCIL
CYNGOR SIR BENFRO**



Portfield School adopts the Local Authority

**INTIMATE CARE POLICY
FOR SCHOOLS**

**JAKE MORGAN
DIRECTOR FOR CHILDREN AND SCHOOLS**

MARCH 2014

Portfield School Intimate Care Policy

Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

1) Definition

1.1 Intimate care can be defined as any care which involves washing 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.

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

2) Principles

2.1 The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Welsh Government guidance 'Safeguarding Children in Education' (007/2013) to safeguard and promote the welfare of pupils¹ at this school.

2.2 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.

2.3 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.

2.4 This intimate care policy should be read in conjunction with the schools' policies as below:

¹ References to 'pupils' throughout this policy includes all children and young people who receive education at this establishment.

- Child Protection Policy and Procedures for Schools 2013
 - Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings
 - Whistle-blowing policy
 - The Management of Allegations against Adults who work with Children
 - Health and Safety policy and procedures
 - Additional Learning Needs/Inclusion policy
 - Administration of Medicine policy
- 2.5 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.
- 2.6 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 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: no pupil should be attended to in a way that causes distress or pain.
- 2.7 Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.
- 2.8 Parental consent is sought via Health Care Plan.
- 2.9 Information on intimate care should be treated as confidential.
- 2.10 All staff undertaking intimate care must follow appropriate school protocol in terms of Health and Safety and hygiene.
- 2.11 This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

3) Child focused principles of intimate care

The following fundamental principles upon which the Policy and Guidelines are based pay due regard to the United Nations Convention on the Rights of the Child (UNCRC):

- 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. (e.g. It would not be appropriate to leave a child in wet/soiled clothes for any period of time)
- 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.

4) Best Practice

- 4.1 Pupils who require regular assistance with intimate care have written consent agreed with staff, parents/carers. 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, but at least annually, 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.
- 4.2 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 appropriate.
 - 4.3 Where a care plan is **not** in place, parents/carers will be informed if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). **Accurate records should 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.**
 - 4.4 Where children may require ongoing support for their intimate care needs such as toileting, parents will be asked to sign a consent form at the beginning of the school year. e.g. nursery intake.
 - 4.5 Staff involved with intimate care need to be vigilant to any issues that may require referrals to health or other agencies. In these circumstances accurate records should be kept.
 - 4.6 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 his/herself as possible.
 - 4.7 Staff who provide intimate care should be made aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate. **Appendix 1**
 - 4.8 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.
 - 4.9 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.
 - 4.10 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.
 - 4.11 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 s/he needs help with intimate care. SEN 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. If manual handling is required then the plan should note the safe number of adults needed to remain during the toileting process.
 - 4.12 An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.
 - 4.13 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.

- 4.14 Whilst safer working practice is important, such as in relation to staff caring for a pupil of the same gender, there is research² 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 alone 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.
- 4.15 Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the expected range of safer recruitment checks, including enhanced DBS checks.
- 4.16 All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.
- 4.17 Health & Safety guidelines should be adhered to regarding waste products.
- 4.18 No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

5) Child Protection

- 5.1 The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.
- 5.2 The school's child protection procedures will be adhered to.
- 5.3 From a child protection 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 school 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.
- 5.4 Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.
- 5.5 If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc s/he will immediately report concerns to the Designated Senior Person for Child Protection. A clear written record of the concern will be completed and a referral made to the Child Care Assessment Team (CCAT) if appropriate, in accordance with the school's child protection procedures. Advice should be sought from CCAT as to whether parents/carers are informed of any referral.
- 5.6 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 Headteacher and Designated Senior Person for Child Protection. The matter will be investigated at an appropriate level 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.
- 5.7 If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chair of Governors if the concern is

² National Children's Bureau (2004) *The Dignity of Risk*

about the Headteacher) who will consult the Local Authority Designated Officer for allegations (LADO) in accordance with the PSCB (Pembrokeshire Safeguarding Children Board) policy: The Management of Allegations against Adults who work with Children. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

- 5.8 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 Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.

6) Physiotherapy

- 6.1 If pupils require physiotherapy whilst at school, the programme needs to be agreed with parents. School staff should only undertake physiotherapy techniques/programmes with pupils under the advice and guidance of the physiotherapist. .
- 6.2 Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
- 6.3 Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

7) Medical Procedures

- 7.1 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 and will only be carried out by staff who have been trained to do so and covered by the appropriate school/LEA insurance.
- 7.2 It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.(see useful links)
- 7.3 Any members of staff who administer medication or first aid should be appropriately trained in accordance with LA guidance. 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.

8) Massage

- 8.1 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.
- 8.2 It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, arms, leg from knee down to feet; feet and face in order to safeguard the interest of both adults and pupils.
- 8.3 Any adult undertaking massage for pupils should have been given appropriate guidance by suitably qualified staff. .
- 8.4 Care plans should include specific information for those supporting children with bespoke medical needs.

USEFUL LINKS

WG Mind the Germs: Infection Control Guidance for Nurseries, Playgroups and other
Childcare Settings [http://wales.gov.uk/dphhp/publication/protection/communicable-
disease/mindthegerms/germse.pdf?lang=en](http://wales.gov.uk/dphhp/publication/protection/communicable-disease/mindthegerms/germse.pdf?lang=en) ;

Health Protection Agency: Guidance on infection control in schools and other childcare
settings

http://www.hpa.org.uk/webc/hpawebfile/hpaweb_c/1194947358374

Appendix 1 Intimate Care Points to remember

- ✓ Always wear an apron and dispose of after one use.
- ✓ Always wear disposable gloves and dispose of after one use.
- ✓ Dispose of any loose contents of soiled nappies into toilet.
- ✓ Seal soiled nappies closed and dispose of in bin provided, make sure bin lid is closed to reduce odours.
- ✓ Spray bed with disinfectant and wipe after each child. Remember **pink** cloths are for use in toilets and **blue** for use in kitchen areas
- ✓ If necessary, soiled under clothes should be rinsed in a bucket kept specifically for this use and the contents disposed of down the toilet.
- ✓ Store all toxic products up out of children's reach.
- ✓ Please return hoist to original position for charging and ensure controls etc. are out of reach.
- ✓ Please leave the changing room/toilet as you would hope to find it.

Appendix 2

Intimate Care – Protocol to provide support and develop independence

Foundation Phase/ Primary

Level 1

Pupil supported from outside the toilet cubicle. Verbal support and checking by opening door to pupil as required.

Level 2

1-1 support provided in the toilet, Take pupil into toilet, assist pupil dress/undress verbally, guided support if required to remove clothing with minimal physical help , step away and supervise when appropriate from inside toilet cubicle, support child wipe bottom if required.

Level 3

1-1 Total support for all toileting and dressing needs physical help provided throughout.

Level 4

2:1 for some pupils when unwell or agitated . One staff member to reassure as the other changes the pupil.

Secondary Phase

Level 1

Pupil supported from outside the toilet cubicle. Verbal support to check on pupil.

Same sex staff for girls; Male staff for boys if possible

Level 2

1-1 support provided for toileting. Take pupil into toilet, assist pupil dress/undress verbally, guided support if required to remove clothing with minimal physical help, step away and supervise if possible from outside cubicle, listen attentively, re enter toilet to support as required.

Level 3

1-1 total support for all toileting and dressing needs physical help provided throughout. Second adult in vicinity of toilet area.

Level 4

2:1 for some pupils when unwell or agitated . One staff member to reassure as the other changes the pupil.

Menstrual management

Level 1

1-1 support with verbal support provided from outside toilet.

Level 2

1-1 support for independent pupils, provide verbal guidance in simple steps for pupil to follow. Check steps are followed correctly. Adult leaves toilet and supports from outside whenever possible.

Level 3

1-1 total support provided to pupil to remove sanitary product and disposal. Support pupil to place clean sanitary product correctly in underwear. Second adult in vicinity of toilet area.

In all situations

Same sex staff for girls'. Male staff for boys if possible

Clean gloves and apron for each child

Spray bed with disinfectant and wipe after each child

Pupils requiring manual handling/hoist 2-1 support provided. Follow Manual Handling Plan

