

Burrough Green C of E Primary School

Policy for Intimate Care

Introduction

Burrough Green CE Primary School is committed to ensuring that all staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognise 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, embarrassment or pain.

What is Intimate Care?

Intimate care is any personal care that most people usually carry out for themselves.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned and should be a positive experience for all involved. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide this care are trained to do so (including Safeguarding and Child Protection and Moving and Handling Training as appropriate) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from a physiotherapist/ occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as puberty e.g. menstruation. Whenever possible staff who are involved in the intimate care of children will not usually be involved with the delivery of sex and relationships education to the children in their care as an additional safeguard to both staff and children involved.

Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will ensure each child does as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up as appropriate and shared and agreed by the child and their parents/carers.

Each child's right to privacy will be respected. Careful consideration will be given to each situation to determine how many carers need to be present when the child is being cared for. It is school policy to ensure the safety of children and adults working with them. To support this pupils needing assistance to toilet themselves, or needing to be checked after injury will be supervised by one member of staff whilst in the presence of another, and should not take place behind locked doors. Our procedures are outlined in a risk assessment in Appendix A of this policy.

Wherever possible, when dealing with older children, staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence, for example female staff supporting boys when there are no male staff.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan. A care plan will only be issued if the child requires routine intimate care. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Safeguarding Children

Cambridgeshire LSCB Safeguarding Interagency Procedures and Safeguarding and Child Protection Procedures for Education will be adhered to alongside the school's policy and procedures.

All children will be taught personal safety skills relative to their age, ability and understanding. These skills will be shared with parents/carers to enable them to be consolidated within the home/community.

If a member of staff has any concerns about physical or behavioural changes in children, e.g. marks, bruises, soreness or reluctance to go to certain places/people etc. s/he will immediately pass their concerns to the Designated Safeguarding Lead.

If a child is displaying inappropriate sexual behaviour, advice should be sought from the appropriate source (e.g. In schools this might be: Designated Safeguarding Lead, School Nurse, Social Care, Education Child Protection Service).

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 is/are resolved so that the child's needs remain paramount. Further advice, following the Interagency Procedures will be taken from outside agencies as necessary.

If a child makes an allegation against a member of staff the procedures for Allegations Against Staff, found in Appendix C of the Safeguarding and Child Protection Policy will be followed. If routine intimate care is required all staff will need to confirm that they have read the Cambridgeshire Model Policy and Guidance for Intimate Care and be aware of the need to refer to other policies the school may have in place for clarification of practices and procedures.

This policy was developed by consultation between staff representatives and the governing body and was approved by the Health and Well-Being Committee of the Full Governing Body on 25th January 2016

This policy will be reviewed Autumn 2018



Burrough Green School Risk Assessment and Risk Management Record

Situations requiring Intimate Care – any personal care that most people carry out for themselves

Hazard	Control Measures
<ul style="list-style-type: none">• Distress, discomfort or embarrassment caused to the pupil• Allegations made about staff relating to improper conduct whilst delivering intimate care to pupils.• Injury to staff if required to carry out treatment or lifting for which they are not trained.	<p>Ensure occasions requiring intimate care are dealt with immediately. The medical room should always be available for use. Therefore no inappropriate use of the medical room eg for storage is allowed. Facilities in the medical room will be properly maintained so they are fit for purpose. Staff members will deal with cases in a sensitive, positive, and reassuring manner. Where possible the child will clean and change themselves. Parents will be informed. If staff offering intimate care are withdrawn from essential functions eg lunchtime supervision, back up will be provided by any available staff. Normally the staff member with whom the pupil is most familiar will initiate intimate care.</p> <p>Staff supervising intimate care will do so in the presence of another adult. If possible doors will be left open, or ajar with the supervising adult maintaining necessary visual or verbal contact. If doors need to be closed to preserve the dignity of the pupil then adults will either withdraw outside the door, or both remain in the room.</p> <p>No staff member will be required to carry out medical or physical duties for which they have not been trained. If there is a need for specialist care the school will be advised by appropriate agencies. If needs arise in an emergency staff will act upon their duty of care and training and advice will be sought immediately.</p>

Reviewed by: Keith Archer Date: January 2016

Ongoing Risk Assessment Notes

1. Apply the control measures.
2. Monitor how effective they are.
3. Change, adapt and revise as required.
4. Make notes of the changes.