



Intimate Care Policy

Table of Changes

<i>Date</i>	<i>Section of Policy</i>	<i>Amendment</i>
<i>April 2023</i>	<i>Page 4</i>	Revised dates of updated Guidance documents
<i>April 2023</i>	<i>Page 4</i>	Removed reference to Home / School diaries
<i>April 2023</i>	<i>Page 4</i>	Amended Headteacher name to Mrs Judge

Delamere is a Rights Respecting School.

Article 3 of The United Nations Convention on the Rights of the Child states:

Adults should always make behave in a way that protects the child's best interests.

This ethos is important in all aspects of Intimate Care.

Physical contact constitutes a necessary and integral part of the education of pupils at Delamere School. It may be used to facilitate growth or to meet needs within the following areas:

- Emotional development
- Educational development
- Physical development
- Personal/social development
- Behavioural development
- Personal care
- Physical support to access the curriculum
- Physical support to engage appropriately in speech therapy, occupational therapy, physiotherapy programmes.

Staff in Delamere School use the following types of acceptable physical contact:

- Age-appropriate support for learning.
- A safe hug for comfort and reassurance when a pupil is distressed.
- Co-active feeding.
- Wiping or cleaning a pupil when they have finished (or during) a meal.
- Physical prompting.
- Moving pupil's head to gain eye contact, or to ensure that a pupil is able to listen.
- Oral skills (for example teeth cleaning) as part of PSHE.
- Swimming
 - Changing pupils.
 - Safety and support in the water – holding/supporting a pupil when entering the pool, and to maintain a safe body position.
 - Teaching techniques in the pool – may involve splashing water at pupils, or holding to support them above the water.
- Holding hands when walking to keep safe when on an educational visit into the community.
- In P.E. and on outside equipment
 - Co-active support to access equipment.
- Playtimes
 - Supporting & teaching play skills such as circle games etc.
- Personal care
 - Wiping noses
 - Washing faces
 - Applying sun tan lotion.
- Administering First Aid.
- Fastening children into vehicles e.g. school minibus.
- Administration of medicines – in line with healthcare plans.
- Physical restraint – only in line with the behaviour policy.

Some pupils may require intimate care for their comfort and dignity.

Intimate care is defined as any care which involves washing, touching or carrying out a procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. Some pupils are unable to carry out this care themselves because of their young age, physical difficulties or other special needs. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one, and requires staff to be respectful of the child's needs. The child's dignity will always be preserved with a high level of privacy, choice and control. No child will be supported in a way that causes unnecessary distress or pain.

Delamere School 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. Our policy for intimate care aims to provide guidance and reassurance to staff. It safeguards the rights and well-being of pupils, and assures parents/ carers that all staff are knowledgeable about intimate care.

Staff who provide intimate care are taught to be aware of best practice, and the need to comply with school policies including:

- Child Protection
- Health and Safety
- Health care plans, risk assessments, toileting programmes and medical details.

Staff will have regard to confidentiality of this information. Sensitive information about a child will only be shared with those who need to know.

Within departments staff have responsibility for effective organisation of hygiene resources in care rooms. Staff always wear protective gloves and aprons during intimate care routines, and disinfect changing beds after use. Pupils provide their own intimate care hygienic materials. Apparatus & guidance may need to be provided for pupils who need special arrangements following assessment from a physiotherapist/ occupational therapist / Moving & Handling Advisor as required.

Staff will be responsive to any apprehensions, discomfort or disapproval shown by a pupil. Photographs, symbols and words will be used as a communication tool with pupils who require this additional support.

Staff will work in partnership with parents to ensure consistency of approach. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Provision may be amended in the light of individual needs, but we promote each person's right to equality of opportunity in all aspects of school life, including the provision of intimate care.

Staff will be supported and encouraged 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. The child will be supported to achieve the highest level of autonomy possible, given their age and abilities.

Communication relating to personal care will be made through email, personal contact or a telephone call between a staff member and parent/ carer.

There will be a high awareness of child protection issues where intimate care is provided. Delamere School follow the Guidance for Trafford Services providing Intimate Care document 2020, and take account of guidance issued by the DFES document 'Keeping children safe in Education' September 2022. All staff are trained in Child Protection awareness, and this training is regularly updated. If a member of staff has any concerns about physical changes in a child's presentation, (for example marks, bruises, soreness) she/he will immediately report concerns to the designated person for child protection (Mrs Sally Judge / Mrs Barbara Telford).

Checklist for use of physical contact in work with people who have SEND and or learning difficulties:

1. Know why you do it
2. Have consent from the person/parent
3. Document – acknowledge it in planning, the curriculum and in policy
4. Remember - every child has the right to be safe
5. Every child has the right to personal privacy
6. Every child has the right to be treated with dignity & respect
7. Every child has the right to be involved & consulted in their own intimate care to the best of their abilities

The monitoring of this policy and its application will be reviewed biannually by:

- Headteacher and Governors
- All staff in their daily practice
- Staff with line management responsibility

April 2023

APPENDIX 1

Staff Induction Programme

Intimate Care Guidance for New Staff;

- Talk clearly to the children and young people and use appropriate vocabulary. It is important to use the person's names to attract attention before you ask them to do something. Keep language to a minimum and repeat for clarity.
- Consider language used to communicate use of signs and symbols where appropriate.
- Listen to children and young people.
- The children or young person will be expected to do as much as possible for themselves, particularly dressing and undressing. Encourage and assist verbally or physically with this.
- At all times try to keep the children and young people relaxed and feeling secure.
- The children or young people may copy your behaviour – please make sure it is appropriate.
- Please follow the Health Policy – always put on protective equipment if you are likely to be in contact with body fluids.

Rubber gloves & aprons are available in all children's bathroom areas.

Our Health and Safety representative is – School Business Manager / Julie Shelmerdine

- Please make yourself familiar with the Safeguarding Children Guidelines.

Our Responsible Person for safeguarding children is Sally Judge / Barbara Telford.

- Please respect confidentiality with regard to children and young people and staff.

Thank you for your co-operation,

Sally Judge

Headteacher

Delamere School

APPENDIX 2

Intimate Care Parent / Carer Permission Form

The service will not provide intimate care unless in an emergency, without parental permission and guidance.

Name of child/young person:

Chosen Name (if different from above):

Male/Female:

Date of Birth:

I understand that:

- I am giving permission to the service to provide any intimate care requirements to my child/young person e.g. such as changing soiled clothing, washing, toileting & wet from playing.
- I will indicate any medical requirements my child/young person may have within their admission form or health care plan.

Signature(s):

Print name:

Relationship to child:

Date: