



## Intimate Care Policy

### Version: 2.1

<p><b>Important:</b> This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p><b>Name and Title of Author:</b></p>	<p>Lucy Hudson, Headteacher</p>
<p><b>Name of Responsible Committee/Individual:</b></p>	<p>Local Governing Body</p>
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<p><b>Target Audience:</b></p>	<p>All Staff, Students and Parents/Carers</p>
<p><b>Linked Policies:</b></p>	<p>The Education Alliance Trust Child Protection Policy  The Education Alliance Expectations and Code of Conduct Policy  The Education Alliance Complaints Policy  The Education Alliance Health and Safety Policy</p>

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## 1. POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

## 2. EQUALITY AND DIVERSITY

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

## 3. LEGISLATION AND STATUTORY GUIDANCE

- Children Act 1989 & 2004
- The Children and Families Act 2014
- Childcare Act 2006 & 2016
- Health and Safety at Work Act etc. 1974
- Equality Act 2010
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2021
- Mental Capacity Act 2005

## 4. INTRODUCTION

The Education Alliance 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 when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

## 5. DEFINITION OF INTIMATE CARE

Intimate care is any care which involves toileting, washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself or administering specific intimate medical intervention) to intimate personal areas.

In most cases, such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedures, only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam) and the school would seek further guidance and, as appropriate, training from the child's designated medical professional.

## 6. OUR APPROACH TO BEST PRACTICE

The management of all children with intimate care needs will be carefully planned. Each school will have specific Intimate Care Procedures which follow the guidance of this Policy and relate specifically to operational processes in the school. The development of individual schools' procedures is supported centrally to ensure each policy meets the standards set down in this document.

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 intimate care are trained to do so. All staff undergo Child Protection training and the school would seek further Moving and Handling training, via agencies such as the Sensory and Physical Teaching Service (SAPTS) where lifting or manoeuvring the child forms part of the care routine. All staff are fully aware of best practice.

Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from 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 the onset of puberty and menstruation.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Wherever possible, one child will be catered for by one adult, unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible, 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 in our schools because of a lack of suitably trained male staff.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's 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.

## 7. THE PROTECTION OF CHILDREN

Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection.

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) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.

All staff will be required to confirm that they have read the school's Child Protection Policy for clarification of practices and procedures.

## **8. MONITORING**

The school's SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.

It is the SENCO's responsibility to ensure that all practitioners follow the school policy.

Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Headteacher for further referral if appropriate.

The Local Governing body will ensure compliance against this policy within their school.

## **9. REVIEW**

This policy will be reviewed every three years.