



## **Intimate Care Policy**

**Agreed on 5.12.18. by the LGB**

### **Rationale**

Intimate care and assistance and activities requiring close personal contact can be identified as any personal care procedure that involves the invasion of an individual's personal space.

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account pupils' gender (natural or reassigned), race, ethnicity, nationality, age, ability or disability, sexual orientation, physical appearance, social background, special educational need, religious or cultural background.

### **Purpose**

The purpose of the policy is to :-

- Recognise and identify situations which have elements of intimate or close, personal contact
- Uphold pupils' rights to privacy and dignity
- Recognise the responsibilities of adults involved
- Safeguard pupils and adults from any misinterpretation of action
- Ensure consistency of action whilst being sensitive to individual need
- Dispose of waste in an appropriate manner

### **Guidelines**

The guidelines should encompass a variety of activities but it must be accepted that there has to be a degree of flexibility and judgement within some situations to meet very individual needs or very particular circumstances. The guidelines should be followed in the context of all school policies, in particular those relating to Child Concern, Health and Safety and Criminal records Bureau (CRB) checks.

### **Child Concern**

All child concern matters must be reported to the Designated Safeguarding Lead (DSL). Set procedures must be followed. The name of the DSL should be known to all staff. In the absence of the SDT, the DDSL (Deputy Designated Safeguarding Lead ) should be informed.

### **Health and Safety**

All staff should be aware of, and adhere to, general Health and Safety guidelines. Risk assessments should be carried out taking the advice of relevant personnel. All equipment must be serviced and maintained in accordance with legal requirements.

Any Health and Safety concerns should be reported to the health and Safety rep. Who will act upon the information. The name of the Health and safety Rep. should be known to all staff.

### **CRB checks**

All adults participating in activities requiring time intimate / close personal contact will have undergone statutory police checks.

### **Positive Physical handling**

Some pupils may resist appropriate physical care requiring intimate or close personal contact. Staff, parents and pupils should be aware of the school policy regarding this.

### **The role of students and volunteer helpers**

Student, volunteer helpers (including parent helpers) must be supervised and not be put in a situation where they are alone with pupils except in extreme / emergency circumstances.

No students or volunteers will be asked to participate in activities requiring intimate or close personal contact.

Student, volunteer helpers (including parent helpers) should not

- Assist with toileting pupils
- Assist with any feeding regime requiring medical training or put in a position that would require them to respond in an emergency situation

Student, volunteer helpers (including parent helpers) may

- Assist at the dining table in general situations
- Assist in helping pupils change for PE if under the close supervision of support staff

### **Physical Assistance**

1. Give verbal prompts and/or instructions before moving into a pupil's personal space
2. Give verbal prompts before touching, handling or moving a pupil
3. Have regard for advice and instructions given by therapists regarding individual pupil's movements and transfers.
4. Always use recommended equipment to assist with movement and transfers
5. Check equipment regularly

### **Toileting and Changing**

The following points must be taken into consideration

1. The need for privacy whilst being aware of the need to protect pupils from inappropriate touching
2. The need for privacy whilst being aware of the need for staff from allegations of inappropriate touching
3. Consistency of approach with necessary information, routines and verbal prompts communicated to staff assisting
4. Assistant's personal hygiene procedures to include the use of aprons, gloves etc. and emphasise the importance of correct hand washing
5. General hygiene and disposal of waste procedures to be followed.  
N.B. soiled nappies, catheters etc. are not 'clinical waste'. It is sufficient to double bag waste
6. Ensure that females and boys who catheterise are cleaned 'front to back' to prevent the risk of infection
7. Give sufficient time for the pupil to achieve, to be aware of expectations, and be familiar with the type and frequency of prompts
8. Encourage as much independence as possible, using the progression of skills appropriate to the individual need i.e.
  - Opportunity
  - Dependence
  - Co-operation
  - Participation
  - Supervised independent action
  - Independence
9. Female pupils will be assisted by two females. Infant males will be assisted by two females. Older girls will be assisted by two females. Older boys will be assisted by two males if possible. They will not be assisted by two female support staff unless necessary i.e. one or no male member of staff is present. In the case of one male being present, the female will be the helper.
10. Creams etc. will only be applied with written permission of parents
11. Parental agreement will be secured before procedures take place.

### **Feeding and eating**

1. All procedures and routines to be kept up to date with information from parents and Health Care professionals
2. Account to be taken of pupil likes and dislikes in addition to essential requirements
3. Hygiene procedures to be adhered to (NB it is not appropriate to use the same apron / overall to be worn when assisting with feeding and personal hygiene)
4. Emergency procedures to be known and understood if choking is a potential hazard
5. The importance of school interaction with peers at snack / lunchtime should not be underestimated.

### **Equal Opportunities and Diversity**

All pupils, regardless of family background, gender (natural or reassigned), race, ethnicity, nationality, age, ability or disability, sexual orientation, physical appearance, social background, special educational need, religious or cultural background have the right to feel valued and safe at our school. All pupils will be treated equally and fairly and this policy will be implemented consistently regardless of any of the aforementioned descriptors.

### **Review of Procedures and Protocols**

Pupils may have individual bathroom, feeding and physical assistance regimes which will need to be reviewed and amended. Advice from therapists should be sought.

The general policy should be reviewed in accordance with the review of all school policies or sooner if local or national directives impact upon it.

# St. Maxentius CE Primary School

## Individual Toilet Protocol

Name .....

- SNA / TA to accompany ..... to the toilet before / after first play time
- SNA / TA to accompany ..... to the toilet just before dinner time
- ..... to be cleaned and changed by the SNA / TA using the following equipment provided by home :
  - Pull-ups
  - Wet wipes
  - Towel
  - Flannel (sewed up along 3 sides) / soap
  - Plastic bags to dispose of soiled pull-ups
- His bag should be checked each evening at home and dirty flannels / towels replaced
- If soiled at other times, Class teacher calls for SNA / TA to accompany to the toilet
- It will be necessary for the SNA / TA to see ..... undressed and have contact with his/her genitalia in order to ensure that he/she is thoroughly clean
- SNA / TA will wear plastic gloves and an apron to be provided by the school
- SNA / TA to log the amount of time spent changing on a daily basis
- Changes to take place in the Reception shower cubicle with a door lock to ensure privacy. SNA will not be alone with .....
- Soiled pull-ups to be disposed of in the caretaker's room.
- Changing procedures to be reviewed termly by the SENCo, class teacher, SNA / TA, Headteacher and parents

Signed ..... (Parent / carer)

Date .....