

INTIMATE CARE

November 2019

Policy ratified by Governors: Nov 19

Policy to be reviewed: JANUARY 2022

Introduction

Parayhouse School 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.

Students' dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to students have a high awareness of student protection issues. All parents are asked to sign an Intimate Care Agreement (Appendix 1) giving their consent for our staff to carry out intimate care when necessary. Parents will be informed of Intimate Care given by letter (Appendix 2)

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) 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 a specific procedure only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

Our approach to best practice

All students who require intimate care are treated respectfully at all times; the welfare and dignity of students is of paramount importance.

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

All staff receive training in Child Protection and are aware of the school's policies for Intimate Care and Safeguarding. Suitable equipment and facilities will be provided to assist with children who need special arrangements.

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

There is careful communication with each student who needs help with intimate care in line with their preferred means of communication (verbal, signing, etc.) to discuss the student's needs and preferences. The student is aware of each procedure that is carried out and the reasons for it.

Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many carers might need to be present when they require help with intimate care. Where possible one student will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

All members of staff will use sensitive and appropriate language to describe and explain personal care arrangements and body parts they are cleaning. We will not, for example, talk about "toileting" or refer to the pupils in any careless or thoughtless manner. For example, we use the phrase "personal care" as a more sensitive use of language. We will not talk over pupils' heads about personal care arrangements. WE WILL ALWAYS TREAT OUR PUPILS WITH DIGNITY AND RESPECT. We will use supportive AAC systems to equip pupils to know and understand the appropriate words for their private parts, thus equipping them with the appropriate pathways and words which they may choose to use in the future.

Parents/carers will be asked to complete and return an Intimate Care Agreement, and have the right to refuse intimate care arrangements for their child. The needs and wishes of parents and students will be carefully considered alongside any possible constraints; e.g. staffing.

All instances of Intimate Care are recorded in the Intimate Care Log Book, kept with all other Log Books in the School office, and as such will be reviewed half-termly by the PDBW sub-committee.

The protection of students

The School's Child Protection Policy will be followed at all times.

Where appropriate, all students will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the School's Designated Person, Verity Carnevale.

If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded in the Intimate Care Log Book.

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 student's needs remain paramount.

If a student makes an allegation against a member of staff, all necessary procedures will be followed. Please refer to the Child Protection Policy Statement and Practice.

Photography/Video Under no circumstances whatsoever do we ever photograph or video pupils in the toilets unless we have a parent's written permission.

Staffing of personal care arrangements

For primary age students men and women will be able to conduct personal care until girls reach puberty. In the secondary setting, and after primary age girls reach puberty, men will not be involved in the personal care of girls. Men and women may work together to support the personal care needs of boys throughout the school. We will do our best to meet pupils and parent's wishes relating to personal care, but we may be constrained as we employ significantly more women than men.

Student nurses from partner organisations may be involved with personal care but always with an experienced member of staff. Secondary aged students on work experience, student teachers or shortterm supply teachers will not be involved in personal care



Intimate Care Agreement.

On occasion, with some students, it may be necessary to support them with intimate care. In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and the school with regard to this. **This agreement is in accordance with the Intimate Care Policy [attached].**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which our children are unable to do for themselves, arising from the child's stage of development and/or special educational needs.

Intimate care may involve helping with personal hygiene, dressing, toileting, or comforting.

Staff at Parayhouse providing intimate care are aware of the need to adhere to Child Protection practice in order to minimise the risks for both the children and themselves. When providing intimate care support students' dignity will be preserved and a high level of privacy, choice and control will be provided to them at all times.

PLEASE SIGN AND RETURN THIS FORM ASAP AND WE WILL RETURN A COPY TO YOU FOR YOUR RECORDS – THANK YOU!!

Name of child

- I give Parayhouse staff permission to provide appropriate intimate care to my child.
- I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.
- I will contact my child's teacher if there are any issues I would like to discuss.

SignedParent/Carer date.

SignedKey Teacher date.

Informing parents of Intimate Care Issue

Dear Parent/Guardian,

This is a letter to inform you that _____ had a
_____ today _____ at
school.

This matter was dealt with swiftly and sensitively by _____ in accordance
with our intimate care policy.

We have returned any soiled clothing for washing in a red bag; you can put this bag
straight into the washing machine.

Please wash and return any items borrowed from school at your earliest convenience.
If you wish to discuss this matter further please contact your child's key teacher.

Yours sincerely,

Lorraine Morgan
School Business Manager