



# FARNWORTH CHURCH OF ENGLAND PRIMARY SCHOOL

## INTIMATE CARE POLICY

Current version approval date	May 2020
Current version review date	Autumn 2023

### CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1.4	May 2020		H Whitfield	Early update due to school closure (Covid19)



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**Related Policies:**

This policy is part of a whole school strategy to ensure that all members of our school community are kept safe and that their welfare is a high priority. It should be read in conjunction with the following policies:

<b>Policies</b>	
<ul style="list-style-type: none"> <li>• Allegations Against Adults</li> <li>• Attendance and Pupil Leave of Absence</li> <li>• Children Missing Education</li> <li>• Confidentiality</li> <li>• Emergency planning</li> <li>• Equalities</li> <li>• Good Behaviour and Anti-bullying</li> <li>• Policy for children missing education</li> <li>• Safeguarding</li> <li>• Safer Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships and Sex Education</li> <li>• Social Media</li> <li>• Staff Behaviour / Code of Conduct</li> <li>• Special Educational Needs and Disability</li> <li>• Supporting Children with Medical Conditions in School</li> <li>• Positive Handling</li> <li>• Whistleblowing</li> </ul>



## Introduction

Farnworth Church of England Primary School is aware that some learners may require assistance from members of staff for personal care, including toileting and eating, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

## Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, eating, toileting or dressing.

It also includes supervision of children involved in intimate self-care.

## Rationale

Intimate care / assistance and activities requiring close personal contact can be identified as any personal care / assistance that involves 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 age, gender, culture and physical and developmental needs.

## Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management and feeding. It will also clarify for learners and their families the support they can expect from school.

The aim of the policy at Farnworth Church of England Primary School is to:

- Uphold pupils' rights to privacy and dignity.
- Identify situations, which have elements of close personal / intimate contact.
- Recognise the responsibilities of the adults involved.
- Safeguard pupils and adults from any misinterpretation of action.
- Ensure consistency of action whilst being sensitive to individual need.
- Encourage pupils to develop a level of independence appropriate to their needs.
- Dispose of waste safely.

## Principles

Farnworth Church of England Primary School respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and 'Safeguarding Children and Safer Recruitment in Education' (DfES 2006) to safeguard and promote the welfare of pupils at this school.

The Governing Body and Headteacher will act in accordance with the supplementary DfES guidance: 'Safer Recruitment and Selection in Education Settings' (2005) and 'Dealing with Allegations of Abuse against Teachers and other Staff' (2005)

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against. Farnworth Church of England Primary School will ensure reasonable adjustments are made to support the needs of all pupils.

### **School responsibilities**

Farnworth Church of England Primary School recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

Where learners need to receive intimate care, we will ensure that a care plan is written to meet their needs and that they are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their parents/carers. Relevant healthcare professionals including the school nurse and other supporting professionals may also be consulted. The plan should include information about when and where the child will be cared for, and the practices to be used if necessary. It should include reference to a care diary if the setting decides that this is needed. The care plan should be signed by all involved in drawing it up, and must include parental consent. The care plan will be reviewed at least annually or sooner if the learner's needs change.

Farnworth Church of England Primary School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. All staff will have undergone the necessary safeguarding training and have an enhanced Disclosure Barring Service (DBS). Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff. It is not always practical for

two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy. All child protection matters must be reported to the designated person in school responsible for child protection. Procedures should follow the Safeguarding Policy. The designated person is Mrs H Whitfield. In her absence all child protection matters should be reported to Miss J Dalzell or Mr A Redman.

Key aims for supporting the child's needs:

- Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.
- School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.
- School will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.
- School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.
- School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

## **Health and Safety**

All staff should be aware of and adhere to the general health and safety guidelines. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with Mr A. Redman who will act upon the information.

Staff should have training on lifting and handling children if nappy changing is necessary.

Any moving and handling that is necessary should be carried out in accordance with the Positive Handling policy.

## **The roles of students / volunteer helpers**

Students / volunteer helpers / parents...

1. Should NOT assist with toileting pupils.
2. May assist in helping pupils change for PE if supervised by a member of school staff.

3. Must not assist with any feeding requiring medical training to give food or respond to an emergency situation.
4. May assist at the dining / snack table in general situations.
5. Must be supervised and not put in a situation where they are alone with pupils except in emergency circumstances.

## **Key Protocols**

### Toileting / Changing

The following must be taken into consideration:

1. The need for privacy whilst being aware of the need to protect staff from allegations and pupils from inappropriate touching.
2. Consistency of approach with necessary information being communicated to all appropriate staff.
3. Encourage as much independence as possible. Children will be directed to clean themselves under adult direction. In extreme cases of soiling, staff will assist with cleaning and parents will be contacted so that the child can go home for a shower/bath. The school does not have shower facilities.
4. Be aware of assistants' own personal hygiene and use of appropriate aids – gloves, aprons etc.
5. Be aware of general hygiene and disposal of waste (double bagging)
6. Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts.
7. Ensure females are cleaned front to back.
8. Creams etc only to be used with written permission from parents.
9. Appropriateness of male / female assistance with boy / girl pupils to be agreed upon.
10. Secure documented parental agreement to procedures.
11. Recorded the occasion using Pro-forma in appendix 2 and inform the parent.

### Feeding / Eating

1. All procedures to be kept up to date with information from health professionals and parents.
2. Account must be taken of pupil's likes and dislikes and normal routine.
3. Hygiene procedures to be adhered to.
4. Emergency procedures to be put into place if possible choking may be an issue.
5. The importance of social interaction at snack / lunchtime should not be underestimated.

### Physical Assistance

1. Give verbal prompts / instruction before touching, moving or handling pupils.
2. Have due regard for instructions given by therapists regarding individual pupil movement / transfers etc.
3. Always use equipment recommended to assist with moving / transfers.

Pupils may have individual bathroom / feeding / physical assistance regimes, which will be reviewed and amended as required following advice.

**Parent/carer responsibilities – key aims for supporting the child’s needs:**

- Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child’s needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.
- Parents/carers should work with school and any health care professionals involved with their child’s needs, to develop and agree a care plan.
- Parents/carers must provide written permission for school staff to provide intimate care for their child using appendix 1.
- Parents/carers must make sure that school always has required equipment available for their child’s intimate care or toileting needs.
- Parents/carers must ensure that school always has their emergency contact details.

**Learner responsibilities – key aims for supporting their own needs:**

- To be as involved as possible in their intimate care and with their care plan.
- To let school staff know when they are aware that they need assistance.
- To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

**Governors’ responsibilities – key aims for supporting this policy**

- To ensure that sufficient staff are trained to meet the needs of their learners.
- To ensure that this policy is monitored and reviewed at least every three years.

**Records**

Records are to be kept for all pupils receiving intimate care. These will be kept in a secure location with the pupil’s other records.

**Complaints**

Should parents or pupils be dissatisfied with the care provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school’s complaints procedure.





Appendix 1

**Parental Permission for Intimate Care**

I give permission for ..... to receive intimate care .....(specific reason)

Staff with responsibility for intimate care are:

[Empty box for listing staff names]

I understand the above named staff are doing this on a voluntary basis and will endeavour to encourage my child to achieve independence in this area with dignity and respect.

I will provide the necessary change of clothes.

I understand I will be informed discretely on each occasion this happens.

Parent / Carer of: .....

Name:.....

Signed: .....

Date: .....

Signed school member of staff:.....

Role:.....

Date:.....





### Appendix 3

#### BASIC HYGIENE PRECAUTIONS

- Wash hands prior to giving intimate care support
- Wear gloves/apron if necessary
- Use baby wipes if necessary
- Dispose of non-flushable items via medical waste bin.
- Wash hands after supporting child with intimate care needs.