



**THE FOUNTAINS  
HIGH SCHOOL**

# Intimate Care Policy

Document Author –Sarah Gilbert – Designated Safeguarding Lead

Review date: June 2023

Created: June 2022



**THIS POLICY AIMS TO:**

- Safeguard the dignity, rights and well-being of pupils.
- Provide guidance, support and protection to staff, giving clarity around expectations of staff duties.
  - Reassure parents/carers that their children are cared for and protected.

**TABLE OF CONTENTS:**

CHILD FOCUSED PRINCIPLES OF INTIMATE CARE .....	3
PRINCIPLES AND PURPOSE OF POLICY .....	3
DEFINITION OF INTIMATE CARE .....	4
BEST PRACTICE .....	5/6
SAFEGUARDING .....	6/7
MEDICAL PROCEDURES .....	7



## **POLICY DETAILS**

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

The policy is available to all staff including temporary staff and volunteers.

This policy will be reviewed in full by the Governing Body on an annual basis.

Signature  Headteacher Date: 20<sup>th</sup> June 2022  
Gareth Allen

Signature  Chair of Governors Date: 20<sup>th</sup> June 2022  
David Symons

The minutes of the Governing body clearly demonstrate where this Policy has been developed with the staffing group using their expertise and knowledge.

Publication date: June 2022

Renewal Date: May 2023



## **CHILD FOCUSED PRINCIPLES OF INTIMATE CARE**

The following are the fundamental principles on which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to express their views on their own intimate care and to have such views considered.
- Every child has the right to have levels of intimate care that are as consistent as possible.
- Regardless of age, Children and Young People who have personal care needs fall within the terms of Equality Act and the setting must make 'reasonable adjustments' to support them, i.e. "due diligence".

## **PRINCIPLES AND PURPOSE OF POLICY**

- 1.1 The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Safeguarding Children and Safer Recruitment in Education' (2006) to safeguard and promote the welfare of pupils at this school.
- 1.2 This school takes seriously its responsibility to safeguard and promote the welfare of children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.
- 1.3 The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that reflects his/her ability to carry out day-to-day activities must not be discriminated against.
- 1.4 This intimate care policy should be read in conjunction with the schools' policies as below:

Safeguarding and Child Protection Policy

Staff Code of Conduct and Guidance on Safer Working Practice

Whistle-blowing Policy

Health and Safety Policy and Procedures

Policy for the Administration of Medications



- 1.5 The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional and caring manner at all times. It is acknowledged that these adults are in a position of great trust.
- 1.6 We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The pupil's welfare is paramount and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively; no pupil should be attended to in a way that cause distress or pain.
- 1.7 Staff will work in close partnership with parents/carers and other professionals to share information and provide continuity of care.
- 1.8 Where pupils with complex and/or long-term health conditions have a health care plan in place, the plan should, where relevant, consider the principles and best practice guidance in this intimate care policy.
- 1.9 All staff undertaking intimate medical care must be given appropriate training.
- 1.10 This intimate care policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of pupils.

## **DEFINITION OF INTIMATE CARE**

2.1 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 pupils are unable to do so because of their learning needs, physical needs or other SEND reasoning. Examples include care associated with continence or menstruation as well as tasks such as dressing, washing or toileting.

2.2 Intimate care also includes supervision or direction of pupils involved in their own intimate self-care.



## **BEST PRACTICE**

3.1 Where a pupil has pads or nappies then parents/carers have a responsibility to provide an adequate supply of these with wipes. School keeps some 'emergency supplies' along with a supply of clothing that may be used if a child should run out of these items. School will supply aprons/bags and gloves for disposal of soiled items and staff are informed about the correct procedure to do so.

3.2 Where a pupil is off-site, adequate attention must be paid to changing facilities and opportunities for the pupil to be attended to in a respectful manner. Parents/carers to be updated of changes to routine.

3.3 Parents/carers to be informed of 'accidents' whereby a pupil who does not normally require intimate care has 'an accident' and requires support. Such communication needs to be in person or by telephone to the care-giver.

3.4 Care Plans for pupils will be kept for pupils requiring invasive medical procedures eg support with catheterisation or enteral feeds. These care plans are agreed by parents, medical and school staff in line with recommendations on EHCP and are reviewed annually or when a change in medical condition dictates. Care plans may require adaptation for residential trips or educational outings. Care plans should record any religious or cultural beliefs affecting who can support during the interventions.

3.5 All pupils will be supported to achieve the highest level of autonomy that is possible given their developmental age and ability. Staff will encourage each individual pupil to do as much for themselves as is comfortable and possible.

3.6 Staff who provide intimate care are trained in personal care, health and safety training should moving and handling or using specialised equipment such as hoists be required by the individual pupil. Staff are fully aware of best practice regarding infection control, including the use of disposable gloves and aprons if necessary. Disposal of clinical waste is covered by Health and Safety guidelines and staff are aware of the procedures.

3.7 Careful communication with each pupil requiring support with intimate care is paramount and should consider their preferred communication means when discussing their needs and preferences. Where the pupil can understand consent and permission then this should be sought before undertaking an intimate procedure. Pupils on all levels should be addressed personally by name and the procedure explained in a manner reflecting the pupil's development.

3.8 Every pupil's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many staff are required to be present when intimate care is given. SEND advice suggests that reducing the number of staff helps to preserve dignity. Where possible the pupil's



wishes and feelings should be sought and recorded on any care planning, every pupil should be given a choice over who provides their intimate care.

3.9 Staff providing intimate care should inform another member of staff when they are going to do so and with which pupil.

3.10 Whilst safer working practice is important, such as caring for a pupil of the same gender, research suggests that over anxiety around this has caused missed opportunities in safeguarding children. There may also be occasions when a member of staff has legitimate reasons not to work alone with a pupil. This should be transparent so that all issues stated above can be respected, actions agreed and recorded appropriately.

3.11 Adults assisting with intimate care MUST be employees of the school, not students or volunteers and therefore have the safer recruitment checks including enhanced DBS checks recorded on the SCR.

3.12 All staff are aware of the school's Code of Conduct including pupil confidentiality and information sharing. Information will be shared only with those who NEED to know.

3.13 Staff are aware that having a mobile phone with them, and especially when supporting intimate care is against the Code of Conduct and action will be taken should this be contravened.

## **SAFEGUARDING**

4.1 The Governing Body and all Staff recognise that all pupils with SEND are particularly vulnerable to all types of abuse.

4.2 This policy supports and is supported by the Child Protection policy which is reviewed annually.

4.3 From a Safeguarding perspective it is acknowledged that providing or supporting intimate care for a pupil may involve touching private parts of the pupil's body. At The Fountains High School best practice will be promoted and all adults will be vigilant at all times, seeking advice where relevant and taking account of safer working practice.

4.4 If a member of staff has any concerns about physical changes in a pupil's presentation, these will be immediately passed on to the DSL Sarah Gilbert or DDSL Bev Rowley or Shafeen Akhtar and recorded accordingly on the safeguarding recording system My Concern. They will then advise of the appropriate action to be taken.

4.5 If a pupil behaves unusually (typically if non-verbal) or expresses they are unhappy with intimate care being supported by a particular member of staff then this will be investigated at an appropriate level – either the Headteacher or DSL and



outcomes recorded. Parent/carers will be informed as soon as possible to reach a resolution. Staffing schedules will be altered until resolution is reached and pupil is happy with outcome, their needs are paramount. A referral to LADO will be made should this be necessary.

4.6 If a pupil, or any other person, makes an allegation against an adult working at The Fountains High School this should be reported to the Headteacher (or to the Chair of Governors if the concern is regarding the Headteacher) who will consult with the Local Authority Designated Officer or LADO. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

4.7 Similarly, in accordance with KCSIE 2022 any adult who has concerns, including low-level concerns about the conduct of a member of staff or any improper practice then this will be reported to the Headteacher, DSL or Chair of Governors in accordance with child protection procedures, whistle-blowing policy or code of conduct.

## **MEDICAL PROCEDURES**

5.1 Pupils at The Fountains High School may require assistance with invasive or non-invasive medical procedures. These procedures will be discussed with parents/carers and documented in the EHCP and supported with a specific care plan. They will only be carried out by staff who have been trained to do so. Permission will be sought from pupil where appropriate and communication as stated in 3.7 encouraged.

5.2 Staff should follow appropriate infection control guidelines and any medical items disposed of accordingly.

5.3 Any examination necessary for first-aid to be administered by a qualified member of staff will be done so, where possible, with pupil permission and with due regard paid to pupil's dignity and privacy.





### Intimate Care Permission

#### PARENTS/CARERS

Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	All staff have undergone Level 1 safe-guarding training
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

#### CHILD

How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Next review date: