

# Windmill Hill Academy

## Intimate Care Policy

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

<b>Status: Approved</b>	
Recommended	
Version	V3
Statutory	No
Adopted v2	<b>Autumn 2022</b>
Review v3	<b>Autumn 2025</b>
Advisory Committee	LGAB/School Improvement and Strategic Development Committee
Linked Documents and Policies	<p>Safeguarding policy  Child Protection policy  SEND Policy  Local Offer  SEN Information Report  Access to Education for Pupils with Medical Needs  (To be read in conjunction with 'Guidance for Safer Working Practice for Adults Who Work With Children and Young People in Education Settings' DCSF May 2009)</p>

## Windmill Hill Academy

### Intimate Care Policy

#### Rationale

Intimate care is any care which involves washing or touching intimate personal areas. In most cases such care will involve cleaning for hygienic purposes as part of a staff member's duty of care.

Intimate care is a sensitive issue and will require staff to be respectful of the child's needs which is carried out with sensitivity and discretion, preserving the pupil's dignity at all times. There must always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents / carers to provide continuity of care to pupils wherever possible e.g. toileting programmes.

Parents and pupils (where possible) are consulted regarding the normal routines that are followed, and an Intimate Care Plan agreed and signed by the parents and the school, which is reviewed annually or as needed. Pupils at Windmill Hill Academy will require different levels of care according to their needs.

#### Child Protection

- The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.
- The school's child protection procedures will be adhered to.
- From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. At Windmill Hill Academy, best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.
- If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc they will immediately report concerns to the Designated Person for Child Protection or a member of the SLT.
- In line with Child Protection Guidelines, any child who is distressed or unhappy about being cared for by a particular member of staff will have the matter looked into and the outcomes recorded. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

#### Aims

- To ensure the privacy and dignity of individuals is maintained at all times.
- To provide physical care to all pupils that complies with their wishes.
- To ensure all adults providing intimate care are aware of pupil's individual needs and routines.

- To ensure all adults providing intimate care are protected by the knowledge that the parents and or pupil's views have been sought.
- To ensure that in an emergency, any available member of staff will carry out appropriate actions.
- To provide the appropriate guidance / information / training for staff regarding the manual handling of pupils when intimate care is required.

### **Guidelines**

- A pupil's privacy and dignity must be maintained at all times.
- Intimate care should be undertaken with tact, sensitivity and in an unhurried manner, appropriate to individual needs.
- Two appropriately trained or knowledgeable carers should deliver the intimate care required where possible. However, there may be occasions where only one adult is available.
- The carers should use an appropriate environment to deliver intimate care to meet the pupil's needs.
- Wherever possible pupils should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this.
- Any special requirements or concerns relating to intimate care should be identified, documented and closely followed by staff.
- Staff should use personal protective equipment e.g. gloves and aprons (provided by the school), to protect themselves and their clothing for all personal care activities and any materials used should be disposed of in the appropriate waste bins.
- Informed consent for a member of Windmill Hill Academy staff to deliver intimate care to be obtained from the pupil (where possible, dependent on their cognitive ability) and/or the parent/carer.
- The care to be delivered should be explained to the pupil in a manner appropriate to their age and level of understanding
- The carer should respond as soon as possible to meet the pupil's needs with regard to personal hygiene.
- Due regard must be paid to the pupils with HIV / AIDS & Hepatitis.
- The highest standards of hygiene should be maintained throughout the delivery of intimate care, and appropriate materials should be available and stored correctly where appropriate
- The carer should document any adverse or unusual reactions exhibited by the child during any intimate care procedures. These concerns should be reported to the class teacher as appropriate; the delivery of further intimate care should be re-assessed if necessary.
- Should the carer have cause for concern regarding child protection issues, the Child Protection Policy procedure must be followed.
- Discussion with the Occupational Therapist for appropriate toileting aids to ensure safety and independence where necessary.
- All intimate care must be carried out with due regard to the child's care plan and in such a way that the carers remain safe.

### **Physiotherapy**

- Pupils who require physiotherapy whilst at school should have this carried out under

guidance from a trained therapist. If it is agreed in the care plan that a member of the school staff should undertake part of the exercise regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.

- The physiotherapist should observe the member of staff applying the technique.
- Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
- Any concerns about the regime or any failure in equipment should be reported to the physiotherapist

### **Medical Procedures**

- Pupils who are disabled might require assistance with invasive or non-invasive medical procedures such as managing catheters or colostomy bags or administering tube feeds. These procedures will be discussed with parents / carers, documented in the health care plan & will only be carried out by staff who have been trained to do so, by the relevant professionals.
- It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.
- Any members of staff who administer first aid should be appropriately trained in accordance with LA guidance.
- If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

### **Massage**

- Massage is commonly used with pupils who have complex needs and / or medical needs or a sensory soothing activity in order to develop sensory awareness, tolerance to touch and as a means of relaxation.
- It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands and feet in order to safeguard the interest of both adults and pupils.
- Any adult undertaking massage for pupils must demonstrate an appropriate level of competence.
- Care plans should include specific information for those supporting children with bespoke medical needs.

### **Nappy/pull-up changing**

We understand in some incidences, children start school without full continence. We will endeavour to support parents by working through a toileting programme. However, if required, staff will change a pupil who is in a nappy / pull-ups. Parents will be asked to sign an Intimate Care Plan following discussion and agreement with the class teacher. The form will specify that they are responsible for providing nappies / pull-ups, disposal sacks and wipes. The school will provide disposable gloves, aprons and waste bin. Staff must wear an apron and gloves when dealing with a child and the changing area will be wiped down with a bacterial spray afterwards.

### **Other relevant policies**

The following policies need to be born in mind when reading this policy:

- Safeguarding policy
- Child Protection policy
- SEND Policy, Local Offer and SEN Information Report
- Access to Education for Pupils with Medical Needs

This policy will be shared with all staff and be available on the school website.

**Review timetable**

Plan approved by the full Local Governing Advisory Board: **Autumn 2022**

This plan will be reviewed every three years by the Local Governing Advisory Board. Next review will be: **Autumn 2025**

Signed..... Head Teacher

Signed..... Chair LGAB

Date.....