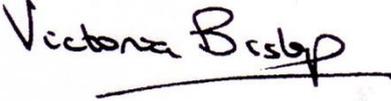




Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



Title	Intimate Care Policy
Reviewed	October 2016
Updated	January 2018
Next Review	October 2018
Associated Policies	Child Protection Policy Safeguarding Policy and procedures Whistleblowing and Allegations Management Policies Health and Safety Policy and Procedures Special Educational Needs Policy
Originator	K Blackett
Approved	



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Intimate Care/Close Personal Contact Policy

1. 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.

2. Purpose

The purpose of the policy at Sir Christopher Hatton Academy is to:

- Uphold pupils' rights to privacy and dignity
- Identify situations which have elements of close personal/intimate contact
- 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 safely

3. Guidelines

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of child protection, health and safety and Criminal Records Bureau disclosure procedures

- Criminal Records Bureau checks: All adults participating in any activities including intimate/close personal contact will have undergone an enhanced disclosure check from the Criminal Records Bureau.
- Child protection: All child protection matters must be reported to the designated person in academy responsible for child protection. Procedures should follow the child protection policy
- Health and Safety: All staff should be aware of and adhere to the general health and safety guidelines as documented by the LA. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with the Associate Principal.

4. Good Practice

- Pupils who require regular assistance with intimate care should have written Individual Education Plans (IEPs), healthcare plans or intimate care plans agreed by staff, parents, carers and any other professionals actively involved e.g. school nurse.
- The plan should be agreed at a meeting whereby all key staff and the pupil are present. The plan should be reviewed regularly and at any time of change of circumstances e.g. school trip.
- Arrangement must be reviewed at regular intervals.
- Intimate care arrangements must be recorded in the child's personal file with consent forms signed by parent/carer, child.
- Where relevant agree with the pupil, parent/carer the appropriate terminology for private parts of the body and functions. This should be noted in the plan.
- Where a care plan or IEP is not in place then parents/carers will be informed on the



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same day if the child has needed help where meeting intimate care needs e.g. the pupil has had an 'accident' and wet or soiled themselves.

- Provision must be made for emergencies eg staff member on sick leave. Additional trained staff should be available.
- If a staff member has concerns about a colleague intimate care practice they must report this to the Designated person or Principal.

5. The role 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 academy 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 table in general situations
5. Must be supervised and not put in a situation where they are alone with pupils (except in extreme/emergency circumstances).

6. 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 possible inappropriate touching
2. Consistency of approach with necessary information being communicated to all appropriate staff
3. Encourage as much independence as possible using the progression of skills:

- Opportunity
- Dependence
- Co-operation
- Participation
- Supervised independent action
- Independence

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
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 (and boys who catheterise) 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. Staff are trained/signed off as confident and competent for medical interventions, eg colostomy and catheterisation and care plans are up to date and followed
11. Secure documented parental agreement to procedures and Care Plans



7 Feeding/eating

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

8. Physical assistance

1. Give verbal prompts/instructions before touching, moving or handling pupils
2. Have due regard for instructions given by therapists regarding individual pupils' 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.

9. Responsibility

Only named staff identified by the Academy should undertake the intimate care of children. Intimate care arrangements must be agreed by the Academy, parents/carers and child (if appropriate).

An individual member of staff should inform another appropriate adult when they are dealing or assisting a student with intimate care. It maybe necessary for them to assist in the procedure.

Intimate care arrangement must be recorded in the child's personal file and consent forms signed by the parent/carers and child (if appropriate).

Provision must be made for emergencies e.g. staff member on sick leave. Additional trained staff should be available.

Intimate care arrangements should be reviewed at regular intervals. The view of relevant parties should be sought and considered to inform future arrangements. If a staff member has concerns about a colleagues intimate care practice they must report this to the designated manager.