

Haydock High School



Intimate Care Policy

Policy Review Guidance	
Statutory	No
Review Cycle	Every 3 years
Reviewer	Headteacher
Member of Staff Responsible	SENCO
Last Reviewed	July 2020
Next Review Date	July 2023

1. Introduction

Haydock High School is an inclusive school where all students are made to feel welcome and valued. Staff, who work with children and young people who have special educational needs and medical needs, will realise that the issue of intimate care is a difficult one and this will require staff to be respectful and professional at all times. Haydock High School recognises that there is a need to treat all children and young people with respect when intimate care is given. No child or young person should be attended to in a way that causes distress or pain. At Haydock High School, the child or young person's welfare and dignity is of paramount importance.

The purpose of this policy is to set out procedures that safeguard students and staff by providing a consistent approach to intimate care. We recognise that intimate care raises complex issues. Whilst it may not be possible to eliminate all risks, the balance should be on the side of dignity, privacy, parental and student choice and safety.

2. Definition

Intimate care involves helping students at Haydock High School with aspects of personal care, which they would otherwise undertake for themselves. Students with disabilities may require help with moving and handling, dressing, eating, drinking, toileting and menstruation, physiotherapy exercise programmes and massage interaction.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene, which demand direct or indirect contact with or exposure of the genitalia. Examples include care associated with continence, menstrual managements, dressing and moving or handling.

3. Aims

This policy and the intimate care procedure aims to:

- Safeguard the rights and well-being of students with regards to dignity, privacy, choice and safety
- Assure parents/carers that all staff are knowledgeable about intimate care and that individual concerns are taken into account and where possible, acted upon
- Ensure parents/carers and pupils are involved in any decision about the intimate care of their child
- Provide guidance and reassurance to staff
- Ensure that parents/carers and students are actively involved in the development of agreed intimate care protocols
- Ensure that details of an agreed intimate care protocol will be formally written in an individual health care plan and will be shared with other agencies where necessary
- Provide staff with information and appropriate training in intimate care

4. Protection of Children and Young People

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

Children and young people's dignity will be preserved at all times and a high level of privacy, choice and control will be provided to them. Education Child Protection Procedures and Health and Safety for Manual Handling of People procedures will be accessible to staff providing intimate care and to which they will be expected to adhere.

Each child and young person's right to privacy shall be respected and staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves where appropriate.

At Haydock High, children and young people are taught a personal safety curriculum as part of Personal, Social and Health Education in line with their developmental level and degree of understanding to ensure they maintain personal safety.

At Haydock High School, personal and intimate care will be delivered by two members of staff to every one child. Where possible, students will be given intimate care by the same sex member of staff. However, due to a higher number of female staff, this may not always be possible.

Each child or young person will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive. The members of staff a child and young person may wish to speak to include, but are not exclusive to, Mrs Kelsall, Mrs Gorsuch, Mr Wright, Mrs Wright or their Head of Year.

If a child or young person becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents or 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 child or young person's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, he/she will immediately report concerns to the designated safeguarding lead and follow the safeguarding protocol for Haydock High School.

If a child or young person makes an allegation against a member of staff, this will be dealt with in line with the Child Protection and Safeguarding and Managing Allegations Against Staff and Volunteers Policies. All staff are made fully aware of these policies at the start of the year, with refreshers and updates throughout the year. Those working in the intimate care of young people, will be made especially aware of these policies and procedures.

5. Communication

During and after the intimate care process, clear communication will be made between staff, students and parents and carers where necessary. Children and young with medical needs who require personal care will have an individual health care plan (Appendix 1) written collaboratively with the child or young person, parent or carer, school and school nurse which is reviewed annually, if not before.

There will be careful communication during the intimate care process in line with their preferred line of communication (verbal, symbolic etc.) to discuss the child or young person's needs and preferences. Each child or young person shall be aware of the procedure carried out and the reasons for it.

Each student who requires intimate care will have a home/school care diary which may include information on how well a student has eaten or drunk that day, particular achievements made by the student, medical information, record of toileting including the staff that was present and any physiotherapy/massage exercises undertaken.

Parents/carers will be involved with their child or young person's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child or young person's individual health care plan. The needs and wishes of children and young people and parents or carers will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

6. Responsibilities

Haydock High School is committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times. Staff at Haydock High School recognise that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The management responsibilities are:

- to ensure that relevant staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid; child protection and safeguarding procedures and other aspects of manual handling
- to provide an induction programme for all new staff to ensure that they are made fully aware of special educational needs and medical needs
- to ensure that all relevant staff are familiar with the school's Intimate Care Policy and that they receive support and assistance from experienced staff

The responsibilities for staff providing intimate care are:

- to ensure they have read and are familiar with the Intimate Care Policy
- to ensure they are adhering to Haydock High School's policy and procedures around intimate care and safeguarding
- to ensure they are communicating with parents or carers via the home/school care diary
- to ensure they are familiar with the individual health care plans for each child or young person requiring intimate care
- to ensure they are working in consultations with the SENCO and school nurse
- to liaise with other professionals and agencies as appropriate to the intimate care
- to take part in staff training for any aspect of intimate care and safeguarding

7. Emergency Care

Haydock High School recognised that there are occasions where intimate care might need to be provided that has not been agreed with the parents or carers. In these circumstances, the care to be provided will be agreed by SENCo or Designated Safeguarding Lead before it is administered. Parents or Carers will be informed and an intimate care log will be made on CPOMS (Appendix 2) outlining the intimate care received, the staff who provided the care and parent/carer informed.

This log will be reviewed by the SENCo and Designated Safeguarding Lead to inform future arrangements.

8. Training & Resources

Staff who provide intimate care are trained to do so (including Child Protection training and health and safety in moving and handling) and are fully aware of best practice. Training for manual handling of people will be renewed annually. Apparatus will be provided to assess with children and young people who need special arrangements following assessment from physiotherapist/occupational therapist/ school nurse as required. Equipment shall be checked in line with British Engineering guidelines and checked for safe use every 6 months.

Staff will be supported to adapt their practice in relation to the needs of individual children and young taking into account developmental changes such as the onset of puberty and menstruation.

9. Reviewing the Policy

This policy shall be reviewed every 3 years by the SENCo and Senior Leadership Team. It will be shared with parents and carers and made available on Haydock High School's website.

Appendix 1 – Haydock High Intimate Care Plan

Haydock High Intimate Care Plan	
Student Name:	DoB:
Year Group:	Head of Year:
Date of Plan Agreement:	
Intimate Care Arrangement:	
Risks:	Risk Management:
Resources Needed:	
Staff Responsible for Intimate Care:	
<p>It is agreed that the named staff will provide the intimate care outlined above to the named child or young person.</p>	
Student Signature:	
Parent or Carer Signature:	
School Signature:	
School Nurse Signature:	

Appendix 2 – Reporting Emergency Intimate Care

Please report any welfare concerns via CPOMS.

CPOMS Instructions:

Log on to CPOMS system

Search for Student via Surname Select Incident tab and then click New Incident

Record details of the intimate care provided - outline the intimate care received, the staff who provided the care and parent/carer informed.

Check Mrs Wright (DSL) and Safeguarding Team are listed as Alert Staff Members.

Press Add Incident

Additional Information: CPOMS will alert Mrs Wright (DSL) and Safeguarding Team when a welfare concern is logged and will decided on the most appropriate action, these will be recorded in CPOMS.