



St. Gregory's Catholic High School

Intimate Care Policy

This policy has been drawn up to reflect and comply with current legislation and guidance.

This policy should be read in conjunction with other school policies including:

- Inclusion
- Disability and Discrimination
- Safe Guarding Young People
- Health and Safety

Policy Review Dates:

Date last approved by Full Governing Body: December 2016

Date submitted to Governors' Committee: 11th February 2020

Date submitted to Full Governing Body: 1st April 2020

Review Frequency: Every 3 years

Start date for policy review: January 2023

A Introduction

‘One Family Inspired to Learn’

Our School Mission Statement clearly states that as a community we seek to “set an example of service, as Jesus did, and in so doing fulfil the high aspirations we have for each of our members and foster the fullest spiritual, academic and personal development of our students.”

The aim of St. Gregory's Catholic High School is to provide an experience of a Christian community in which is established a spirit of mutual trust, respect and co-operation: “thus will be fostered the fullest spiritual, academic and personal development” of our students. Students, Parents/Carers, Governors and Staff work in partnership.

This policy strives to engage all members of our community. The sharing of common goals is essential to the well-being of our community and to the fulfilment of the high aspirations we have for all our students as ‘ONE FAMILY...INSPIRED TO LEARN’. We recognise that positive inclusion has to be taught, modelled and observed by our students for which all staff are responsible for on a daily basis.

The school recognises that some pupils may have needs that require intimate care. The school is mindful of the legislation and guidance related to intimate care and this policy sets out the processes and procedures to be followed by those staff who have been given designated responsibility in order that such pupils can play a full part in school life and maximise their potential.

A Rationale

The school intends to promote and develop independence in each child. However, there will be occasions when help is required. Our Intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our Safeguarding and Child Protection Policy. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Regardless of age, nationality, home language and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who find this difficult) in regular reviews of these arrangements.

Children with SEND have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual care plans for each child.

Arrangements for intimate care needs, agreements between the child, those with parental responsibility, health and the organisation should be easily understood and recorded.

Parents/Carers, Health and Social care have a responsibility to advise the school of any known intimate care needs relating to their child and be involved in the process of developing an Intimate Care Plan if appropriate.

B Guiding principles

Based on the rationale set out above the school has established the following guiding principles for its work with those pupils who require intimate care.

The school will value and respect the diversity of individuals and communities.

The school will not discriminate against any child or family.

The school is committed to providing personal care that has been recognised as an assessed need in the Health Care Plan for an Individual Child in ways that:

- Maintain the dignity of the individual child
- Are sensitive to their needs and preferences
- Maximise safety and comfort
- Protect against intrusion and abuse
- Respect the child's right to give or withdraw their consent
- Encourage the child to care for themselves as much as they are able and protect the rights of everyone involved

C Rights of every child

In all of its work the school will respect and actively promote the following fundamental rights:

- 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 be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible

D Definition of Intimate Care

In relation to this policy, the school recognises the following definition of intimate care.

‘Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities. This may be required on a regular basis or during a one-off incident.’

Intimate personal care tasks can include:

- Body bathing other than to arms, face and legs below the knee
- Feeding
- Oral Care
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing
- Application of medical treatment, other than to arms, face and legs below the knee
- Supporting with the changing of sanitary protection

E Procedures

- All staff working with children will be subject to statutory police checks, including students on work placement and volunteers (see Safer Recruitment Policy).
- Vetting will include criminal records checks and references.
- Only those members of staff who are familiar with the Intimate Care Policy and other Pastoral Care Policies of the school will be involved in the intimate care of children.
- Where anticipated, intimate care arrangements will be agreed between the school, Health and parents/carers and, if appropriate, by the child.
- Consent forms will be signed by the parent/carer and stored in the child’s file. Only in emergency would staff will undertake any aspect of intimate care that has not been agreed by parents/carers and school. Parents/carers would then be contacted immediately.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child’s care plan. The needs and wishes of children and parents/carers will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Intimate care arrangements will be reviewed regularly ideally every six months as the Intimate Care Plan is regarded as working document and will be amended to reflect progress or changes to needs. The views of all relevant parties will be sought and considered to inform future arrangements.
- Where a staff member has concerns about a colleague’s intimate care practice, he or she must report this to the Designated Safeguarding Lead immediately.
- Staff who provide intimate care will be trained to do so (including Child Protection and Health and Safety Training in Moving and Handling) and will be fully aware of best practice. This will include, where necessary, the provision and training in the use of apparatus to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist, as required.

- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Each child will have an assigned senior 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.
- Staff involved with the intimate care of children with SEND, who can be especially vulnerable, will need to be particularly sensitive to the individual needs in particular those children with social communication difficulties.

F Roles & Responsibilities of Staff:

- SLT must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Guidelines together with associated Policy and Procedures.
- All staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate care arrangements must be agreed by the Agency, parents/carers and child (if appropriate).
- Intimate care arrangements must be recorded in the child's personal file and consent forms signed by parents/carers and child (if appropriate)
- Staff must not undertake any aspect of intimate care that has not been formally agreed by parents/carers and child (if appropriate)
- Intimate care plans will be reviewed ideally every six months. The views of all parties involved will be sought and considered to inform future arrangements.
- Any concerns regarding intimate care practice must be reported directly to DSL.
- Any concerns observed during the intimate care of the child such as swelling, bruising, markings, discolouring, if a child becomes upset or appears aroused by your actions or a child misinterprets or misunderstands something, calmly reassure them and ensure their safety then formally record and report your concerns to the DSL/Safeguarding Team.
- Record and unusual emotional response or behaviours
- Keep detailed record log of support provided using template attached.
- Adhere to the details of Individual Intimate Care Plan for the child
- Staff will be supported through training where appropriate

G Management of Intimate Care:

Issues:

Toileting/Changing	Feeding/Eating
<p>The following must be taken into consideration:</p> <ul style="list-style-type: none"> ✓ Care Plan agreed/signed ✓ Privacy ✓ Consistency ✓ Communication 	<p>The following must be taken into consideration:</p> <ul style="list-style-type: none"> ✓ Care Plan agreed/signed ✓ Dignity and respect ✓ Basic Food hygiene ✓ Emergency procedures-choking

<ul style="list-style-type: none"> ✓ Positivity promoting the progression of skills to independence ✓ Own personal hygiene and appropriate disposal of waste ✓ Patience/Time ✓ 2:1 Ratio ✓ Male/Female assistance ✓ Written record/permission ✓ Secure storage ✓ Cleanliness of changing facility ✓ Accessibility 	<ul style="list-style-type: none"> ✓ Social inclusion/interaction <p>Pupils may have individual bathroom/feeding/manual handling requirements which will be reviewed and amended regularly with all involved.</p>
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Dress Code/Disposal

- Staff supporting intimate care needs must wear an apron and gloves when dealing with any child who is bleeding or soiled. Any soiled waste will be double bagged and placed within specifically designed bin with liner (Yellow bag). This will then be collected by Cathedral Cleaning Services the company which school uses to dispose of such waste.
- Staff must follow the school's H & S Policy regarding waste management.
- School will be responsible for providing resources to support Intimate Care of pupils and protective wear for staff.

Health & Safety/Safeguarding

- All staff must be familiar with and adhere to school policies and the general Health & Safety, Safeguarding and Child Protection Procedures and policies adopted from the Local Authority.
- Appropriate risk assessments will be carried out where appropriate and necessary. Health and CCG will be part of the assessments process and development of Individual Intimate Care Plans for Children at St Gregory's Catholic High School.

H Monitoring and Evaluation

This policy will be monitored and evaluated in line with the school's agreed schedule and procedures by the SENCo and SLT link.

The designated SEND link governor will also monitor the implementation of this policy during visits to school.