

Intimate Personal Care Policy



Intimate Personal Care

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We understand intimate personal care includes 'hands-on physical care in personal hygiene, and physical presence or observation during such activities.' Intimate personal care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We wish to work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils.

At all times we treat all children with respect but especially when intimate care is given. All school personnel are sensitive to each child's individual needs and no child will be attended to in a way that causes distress or pain.

We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We have a duty to take full account of the religious views and cultural values attached to aspects of intimate personal care with children. Also, to agree with parents, school personnel and children the appropriate terminology for private parts of the body and its functions.

We as a school community have a commitment to promote equality. We act in accordance with the Schools. Equality Policy and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To safeguard the rights of children.
- To safeguard school personnel trained in intimate care procedures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure that the appropriate school personnel are suitably trained in intimate care procedures for children
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- ensure school personnel who provide intimate care are suitably trained to do so;

Role of the Health and Safety Representative

The Health and Safety Representative will:

- ensure that free sanitary products are available at school for those who need to use them;
- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel with Responsibilities for Intimate Care

School personnel will:

- receive training where appropriate to their role in:
 - ☐ safeguarding and child Protection
 - ☐ health and safety
 - ☐ first aid, intimate care procedures
 - ☐ toilet training
 - ☐ training in moving and handling feeding
 - ☐ oral care
 - ☐ washing
 - ☐ changing clothes
 - ☐ first aid and medical assistance
 - ☐ comforting and support
 - ☐ supervising intimate self-care
- be professional in their duties at all times;
- be respectful of a child's needs;
- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;
- make sure practice in intimate care is consistent;
- be aware of their own limitations;
- promote positive self-esteem and body image;
- report any concerns they have about a child to the Headteacher
- report any concerns they have about a colleague's intimate care practice to the Headteacher;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk;
- be aware of all individual intimate care plans to the children they are supporting;
- discuss intimate care arrangements with parents/carers regularly;
- be aware of all other linked policies;

Nappy Changing in the Early Years

Nappy changing procedures include:

- Nappy changing undertaken in an allocated area.
- Record kept when each nappy is changed and with information shared with parents/carers.
- Children's nappies checked at appropriate intervals.
- Nappy changing resources readily supplied.
- A named bag for each child containing spare clothes in place.
- A new set of gloves to be worn for every nappy change.
- Child to be placed on a mat during a nappy change if appropriate to age of child.
- Soiled nappies to be placed in a nappy sack for disposal.
- Any soiled clothes to be sent home in a separate bag.
- All cleaning wipes to be placed in a nappy sack.
- Nappy sack to be securely tied and placed in the appropriate bin for disposal.
- Before dressing the child dispose of all personal protective equipment used in the appropriate bin.
- Hands to be washed before dressing child.
- Child is able to return to their play.
- Then thoroughly clean the nappy changing area using anti bacterial spray and disposal paper towels.

Role of Parents/Carers

Parents/carers will be asked to:

- advise the school of any known intimate care needs relating to their child;
- be involved with their child's intimate care arrangements on a regular basis;
- inform the school if their child have any marks or rash
- to take part in periodic surveys conducted by the school;

Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professionals suitably trained and assessed to be competent to undertake procedures in intimate care

Training

We ensure:

- all relevant school personnel:
 - ☐ have received the appropriate training on all safeguarding policies and procedures;
 - ☐ are familiar with the following documentation:
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
 - ☐ are aware of all aspects of this policy and the following linked policies:
 - Safeguarding and Child Protection
 - Health and Safety
- the content of all training is correct, delivered well and engages the relevant staff;

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the governing body.