

Happisburgh CE VA Primary & Early Years School

Learning for Life ... To be the best you can be
"Let your light shine" Matthew 5:16



Intimate Care Policy

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.

Purpose

The purpose of this policy at Happisburgh Primary and Early Years School 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 pupil and adults from any misinterpretation of action
- Ensure consistency of action whilst being sensitive to individual need
- Dispose of waste safely

Guidelines

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement with 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 school responsible for child protection (Kathryn Jackson, Emma Tovell or Jane Egerton).
 - 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 headteacher.

The role of student/volunteer helpers

Student/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 school 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).

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. To encourage as much independence as possible using the progression of skills:
 - Opportunity
 - Dependence
 - Cooperation
 - 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 and 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 trained/signed off as confident and competent for medical interventions, e.g. colostomy and catheterisation and care plans are up to date and followed.
11. Secure documented parental agreement to procedures and Care Plans.

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.

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.