

Learning



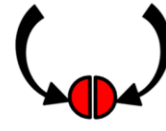
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## *Intimate Care Policy*

### Introduction

Ysgol Maes y Coed 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.

We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment, discomfort or pain. The child or young person's welfare and dignity is of paramount importance and every child and young person's privacy will be respected.

The Governing Body will act in accordance with Welsh Government Guidance 'Supporting Learners with Healthcare Needs' (2017) alongside 'Keeping Learners Safe' (2021) and the Wales Safeguarding Procedures (2019) to safeguard and promote the welfare of all learners and staff.

The Governing Body also recognises its duties and responsibilities in relation to the Equalities Act (2010) and the need to treat all learners, regardless of their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.

In order to meet their responsibilities under the Equality Act 2010, the school must make 'reasonable adjustments' to accommodate learners with disabilities, which may include the provision of personal and intimate care. The learner's welfare is of paramount importance and their experience of intimate and personal care should be a positive one.

### Rationale

The purpose of these guidelines is to set out procedures that:

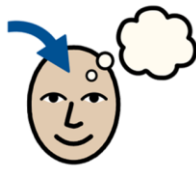
- Safeguard children, young people and staff by providing a consistent approach within a framework, and
- Recognise the roles and responsibilities of all those involved in providing intimate care for children and young people.

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 where appropriate pupil choice and safety.

All employees regardless of their position are obliged to take reasonable care to ensure their own and others health and safety and to work within policy and procedural guidelines.

### Definition of Intimate Care

Intimate care can be defined as any care which involves washing or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some learners are unable to do because of their young age, physical difficulties or other additional needs.



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#### Intimate care can include:

- Washing
- Dressing and undressing (including swimming)
- Toileting & Menstruation
- Cleaning up after a child has soiled him/herself
- Supervision of a child involved in intimate self-care

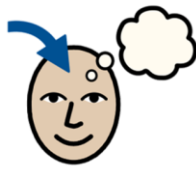
Learners are encouraged to be able to meet their own personal care independently wherever possible.

#### Principles of best practice:

The learner who requires intimate care is treated with respect at all times; the child/young person's welfare and dignity is of paramount importance. The school will ensure:

- The individual will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage independence and encourage him/her to carry out aspects of intimate care as part of his/her personal and social development. This may mean, for example, giving the child responsibility for washing themselves and targets may be set in developing these life skills.
- Provide facilities appropriate to the child or young person's age and individual needs.
- Consideration is given to ethnicity, culture, beliefs and religion, and any special requirements relating to intimate care should be identified and documented.
- Awareness of and be responsive to the learner's reactions, their verbal and non-verbal communication and any agreed signals.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present, (e.g.) when physical disability necessitates more than one member of staff to provide care, or when there is a need to safeguard staff. If this is the case, the reasons should be clearly documented. To discourage over familiar relationships, best practice would recommend a rota of staff that are able to undertake this task with the child/young person. This will depend on staff ratios in individual schools.
- There is positive value in both male and female staff being involved in the care of children. However, consideration should be given to the appropriateness of the gender of the member of staff to undertake the intimate care tasks.

Where anticipated, intimate care arrangements are agreed between the school and parents and if appropriate, by the child. Intimate care agreements are signed by the parent and stored in the child's file. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.



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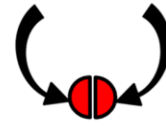
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Some pupils will require an Individual Healthcare Plan (IHP) these are written by the school in conjunction with healthcare professionals. They may involve:

- Supported eating e.g. gastrostomy (peg feeding) / Nasal Gastro (NG)
- Administering medication
- Physiotherapy/Occupational Therapy Programme
- Manual handling
- Massage/Intensive Interaction
- Applying topical medicines (e.g. eczema creams)

### **Personal Protective Equipment (PPE)**

Ysgol Maes y Coed is responsible for providing Personal Protective Equipment (PPE) which should include: Nitrile disposable gloves, disposable aprons, masks, bin and liners to dispose of waste. Staff should always wear PPE when dealing with any child who is bleeding, wet or when changing a soiled nappy/clothing. Staff have a duty to follow the school's procedures for the wearing of PPE for the purposes of Intimate Care.

Parents should provide clean change of clothing, nappies and any special wipes.

### **Intimate Care Agreement and Consent**

Permission must be sought from the parent/carer before any form of intimate care can be undertaken, unless there is an emergency need to provide the intimate care. All those staff working with the child or young person should know that permission has been given before undertaking any Intimate Care. (Appendix: A)

### **The Protection of Children**

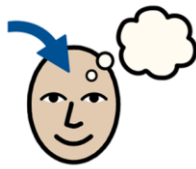
The Wales Safeguarding Procedures 2019 and the school/setting Child Protection Policy will be adhered to.

If a member of staff has any concerns about physical changes in a child, young person's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the appropriate manager/designated safeguarding person for child protection.

**Designated Safeguarding Officer: Helen Glover**

**Deputy Designated Safeguarding Officer: Cath Tucker**

If a learner becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be considered, and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.



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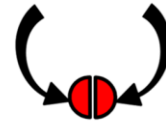
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If a child makes an allegation against a member of staff, The Wales Safeguarding Procedures 2019 will be followed alongside the schools Child Protection Policy.

As a Rights Respecting School, we are committed to embedding the principles and values of the United Nation Conventions for the Right of the Child (UNCRC) This policy enables our pupils to access the following articles of the convention.

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 16 (right to privacy) Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Article 34 (sexual exploitation) Governments must protect children from all forms of sexual abuse and exploitation.

Article 42 (knowledge of rights) Governments must actively work to make sure children and adults know about the Convention.

<b><i>Review Date</i></b>	<b><i>Next Review</i></b>
<b>July 2019</b>	<b>July 2020</b>
<b>July 2020</b>	July 2022
<b>March 2023</b>	March 2024