Kearsley West

Intimate Care Policy

Introduction

Intimate care/assistance and activities requiring close personal contact can be identified as any personal care/assistance that involves the invasion of an individual's personal space.
In addition to care, safety and hygiene the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and developmental needs.

Purpose

The purpose of the policy at Kearsley West Primary and Nursery School is to:-

- Recognise and identify situations which have elements of intimate or close personal contact;
- Uphold pupils' rights to privacy and dignity;
- Recognise the responsibilities of adults involved;
- Safeguard pupils and adults from any misinterpretation of action;
- Ensure consistency of action whilst being sensitive to individual need;
- Dispose of waste safely;

Guidelines

The guidelines should encompass a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations to meet very individual needs or very particular circumstances. The guidelines should be followed in the context of all school policies, in particular those relating to Child Protection, Health and Safety and Criminal Records Bureau checks.

DBS Clearances

All adults participating in any activities involving close/intimate personal contact will have successfully undergone an enhanced DBS check. All employees and volunteers have to have DBS clearance prior to working with children and details are entered on the school's Single Central Record.

Child Protection

All child concern matters must be reported to the designated person for child protection. Procedures should follow the Child Protection Policy. The designated person is the Headteacher, Miss J M Fitton.

Health and Safety

All staff should be aware of and adhere to the school's Health and Safety Policy and any health and safety concerns or queries should be taken up with the Headteacher. Any equipment which requires servicing and/or maintenance will be serviced and maintained so as to be in good working order.

The Role of Students/Volunteers

Students/volunteer helpers/parents:-

- Must <u>not</u> assist with toileting pupils;
- May assist in helping pupils change for PE but <u>must</u> be supervised by a member of staff;

- Must not assist with any feeding requiring medical training or give food or respond to an emergency situation;
- May assist at the dining table in general situations;
- Must be supervised and not put in a situation where they are alone with pupils except in extreme/emergency situations;

Toileting/Changing

The following must be taken into consideration:-

- The need for privacy whilst being aware of the need to protect children from inappropriate touching;
- The need for privacy whilst being aware of the need to protect staff from allegations of inappropriate touching;
- Children must always be dealt with by two members of staff – staff must never be left in a situation where they are on their own with a child. The mix of male/female adult assistance should be taken into account – eg. it may not be appropriate for older boys to be assisted by female staff;
- Consistency of approach with necessary information, routines and verbal prompts communicated to all staff assisting;
- Encouragement of as much independence as possible using the progression of skills appropriate to individual need, ie.
    - age of child
    - opportunity
    - dependence
    - co-operation
    - participation
    - supervised independent action
    - independence
- Awareness of assistant's personal hygiene procedures to include the use of gloves, aprons, etc., and emphasis on the importance of correct hand washing;
- Awareness of general hygiene and disposal of waste procedures; (NB soiled nappies, catheters, etc., are not clinical waste – double bagging is sufficient);
- Give sufficient time for the pupil to achieve, to be aware of expectations, and be familiar with the type and frequency of prompts;
- Ensure that females, and boys who catheterise, are cleaned front to back to prevent the risk of infection;
- Creams, etc., only to be used with written permission from parents;

Feeding and Eating

- All procedures and routines to be kept up to date with information from parents and health care professionals;
- Account to be taken of pupil likes and dislikes in addition to essential requirements;
- Hygiene procedures to be adhered to; (NB it is not appropriate to wear the same apron/overall when assisting with feeding and personal hygiene);
- Emergency procedures to be known and understood if school is notified that choking is a potential hazard;
- The importance of social interaction with peers at snack/lunchtime should not be underestimated;

Kearsley West

Intimate Care Policy

Review of Procedures and Protocols

Pupils may have individual bathroom, feeding and physical assistance regimes which will need to be reviewed and amended. Advice from therapists and/or health care professional should be sought.

Policy owner: Jackie Fitton
Version 7
Last reviewed May 2025
Review date: May 2028