



## Ormskirk Church of England Primary School

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### INTIMATE CARE POLICY

The School and Governing Body will act in accordance with the 'Every Child Matters' guidelines and Section 175 of the Education Act 2002 and 'Safeguarding Children and Safer Recruitment in Education' (DfES 2006) to safeguard and promote the welfare of pupils at this school.

Ormskirk CE Primary School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. It recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

#### **What is Intimate Care?**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with tasks such as help with washing, toileting or dressing.

This intimate care policy should be read in conjunction with and with regard to:

- \* The Child Protection Policy.
- \* Health and Safety Policy and procedures.
- \* Medicines Policy
- \* Special Educational Needs policy.
- \* Procedures on the use of force and restraint.
- \* Staff Code of Conduct and Safer Working Practice.

School recognises the importance of treating all children, regardless of age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of the utmost importance.

### **How will it be managed?**

Staff who provide intimate care will have appropriate training, including child protection, health and safety and manual handling (provided by the appropriate professionals). Staff will have regard to infection control, including the need to wear disposable gloves and aprons.

Sensitive communication takes place with each child who needs help with intimate care. Where the child is of an appropriate age and level of understanding permission should be sought before care commences.

Children who require regular assistance with intimate care have written Care Plans agreed by staff, parents/carers and professionals, such as school nurses or physiotherapists.

Where a Care Plan or SEND Report is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs eg., has had an 'accident' and soiled or wet him/herself.

All adults who assist children should be employees of the school and be DBS checked at the appropriate level. Two members of staff will assist with an intimate procedure. All staff should be aware of the school's Confidentiality Policy.

School recognises that children with special needs and disabilities are particularly vulnerable to all types of abuse. The Child Protection Policy and

inter-agency child protection procedures will be accessible to staff and adhered to. Adults will remain vigilant at all times.

If a child makes an allegation against an adult working at the school, this will be investigated by the Head Teacher (or by the Chair of Governors if the concern is about the Head Teacher) in accordance with the agreed procedures.

Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the SEND Report or Care Plan that a member of the school staff should assist children with exercises, then the required training/demonstration technique by the physiotherapist will take place. Written guidance will be given and updated regularly. We use the Team Teach approach to handling if deemed necessary/appropriate: this is used as a last resort only.

## **Record Keeping**

It is good practice for a written record to be kept in an agreed format every time a child has physiotherapy or requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. Where a Care Plan is in place for a child needing regular care, daily records will be maintained by the carer. Where isolated incidents occur an Intimate Care Record Sheet will be completed, filed and kept securely in the Leadership Room, These records will be kept and made available to parents/carers on request.

**Proposed Review Date:** September 2020