

CALDER HOUSE SCHOOL

Thickwood Lane, Colerne, Near Chippenham, Wiltshire, SN14 8BN

Intimate Care Policy

Introduction

Calder House recognises its responsibility to safeguard and promote the welfare of every child in its care. Meeting pupils' intimate care needs is one aspect of fulfilling this responsibility. So, while we aim to promote and develop independence, we also anticipate that our pupils will need support and that this may include intimate care. This Intimate Care Policy has been developed to safeguard children and staff. The principles and procedures set out in this policy apply to everyone involved in the intimate care of children at Calder House School.

We also recognise our duties and responsibilities in relation to the Equality Act 2010, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We understand that, because of the specific learning difficulties they experience, pupils at Calder House may find some aspects of independent self-care more challenging than other children. For example, pupils with fine motor, motor planning and sequencing difficulties may find getting dressed difficult.

Calder House School is committed to ensuring that all staff responsible for the intimate care of children understand that they are in a position of great trust and undertake their duties in a professional manner at all times. Every child should be treated with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Staff will work in close partnership with parents and carers to share information and ensure continuity of care.

This intimate care policy should be read in conjunction with our other school policies, in particular:

- CHS Child Protection Policy - including Appendix 3 Allegations Against Adults
- CHS Whistle-Blowing Policy
- CHS Medical Conditions Policy
- CHS Accessibility Policy
- CHS Code of Conduct.

Definition: what is intimate Care?

Intimate care can be defined as any care that involves washing, touching or carrying out a procedure to intimate personal areas. It refers to support with activities which most people carry out independently and in private but which some pupils may require assistance with because of their young age, physical difficulties or other special needs.

It also includes observation of pupils involved in intimate self-care when adult supervision is required.

Examples of intimate care include care associated with continence and menstruation as well as tasks such as washing, brushing hair, eating, getting dressed, providing first aid and providing comfort to a child who is distressed.

General principles to ensure best practice:



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- Pupils should always be supported to achieve the highest level of independence possible. Staff should explain, direct and encourage pupils towards independent self-care wherever possible.
- Intimate care should be provided on the basis of consultation and consent. Each child should be encouraged to identify his/her needs and preferences, and the care provided should reflect the views and wishes of each individual child.
- Before providing intimate care, staff must inform at least one other member of staff and remain in sight or earshot of this person while intimate care is provided. **Staff must not provide intimate care if they cannot be readily seen/overheard by another member of staff.** To facilitate this a second member of staff may stand outside the door of the room in which intimate care is being provided to protect the privacy of the child but also ensure the child is safeguarded.
- Staff should be sensitive in taking into account developmental changes such as the onset of puberty and menstruation.
- Parents have a responsibility to advise the school of any known intimate care needs relating to their child.
- Staff will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.
- Individual care plans will be drawn up for any pupil requiring regular intimate care and each plan will be reviewed with parents/carers on a regular basis.
- Where a care plan is not in place and a child requires intimate care, (for instance, in the case of a one-off toileting accident), parents/carers will be informed the same day. This information should be treated as confidential and communicated via telephone, email or by sealed letter.
- The Head of School should be made aware of any intervention that involves intimate care.
- The Head of School will record details of any significant interventions involving intimate care in the Incident Book. Minor interventions, such as helping a child to put their shoes on, brush their hair or fix a badge to their clothing, do not need to be recorded in the Incident Book – provided the Head of School has been notified of them.
- If a child becomes distressed or unhappy while receiving intimate care, the circumstances must be investigated by DSL/DDSL, parents informed and the event recorded in the Incident Book.
- If a child makes an allegation about a member of staff this will be investigated in accordance with the school's Child Protection Policy.
- When administering intimate care, staff must be alert to the risks associated with bodily fluids – such as blood, vomit, urine and faeces. Staff should wear appropriate protective clothing (including latex gloves and disposable aprons available from the medical room and provided for this purpose) and dispose of these appropriately. Soiled clothing should be sealed in a bag before being returned to parents/carers.
- Staff are encouraged to ask for help/supervision from a colleague – such as the DSL or DDSL – if they need advice or are unsure how to support a child while also safeguarding them.
- The governing body and SMT will ensure that this policy is monitored and reviewed at least every three years.
- The governing body and SMT will ensure that all members of staff (including volunteers and visiting professionals engaged by the school) have valid DBS clearance and are aware of the school's safeguarding policies and procedures.

Our expectation of our pupils:

- To try to be as independent as possible in their self-care.
- To let school staff know when they are aware that they need assistance.
- To be as involved in their intimate care plan if they have one.
- To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.



Guidelines for particular scenarios:

- 1) There are circumstances where **children seek physical comfort from staff**. Staff need to be aware that physical contact must be kept to a minimum and should ensure that a colleague is aware of the situation and that they can be seen and overheard. Staff should not offer physical reassurance to a child if they are on their own with a child or behind a closed door.
- 2) **If a child touches a member of staff in an intimate or inappropriate way** this should be gently but clearly discouraged. The matter should be brought to the attention of the DSL/DDSL and followed up with additional support for the child as necessary.
- 3) All children at Calder House School participate in the **School's swimming programme**. Children are entitled to respect and privacy when changing for swimming. However, the changing rooms must be supervised by a member of staff to ensure children behave appropriately and remain safe. To meet our responsibilities on both fronts:
 - boys and girls will change separately ;
 - members of staff supervising children changing will be chaperoned by another member of staff who will observe them at all times;
 - older children are given the option to change in individual cubicles;
 - where a child needs additional support getting dressed on a regular basis, a personal care plan will be drawn up and agreed with parents.
- 4) Children are entitled to respect and privacy when **changing their clothes** for PE, drama etc. However, the changing rooms must be supervised by a member of staff to ensure children behave appropriately and remain safe. To meet our responsibilities on both fronts:
 - boys and girls will change separately;
 - a member of staff will remain within earshot outside the door of the room in which children are changing;
 - staff should announce their intention of entering changing rooms and only enter if a child requests assistance;
 - where possible, staff supervising children in a state of undress should ensure another member of staff is present.
- 5) The school has two **shower rooms** – each with its own discreet changing area. Only one child is allowed in each shower room at a time. A child using the shower room must get dressed/undressed inside the shower room. A member of staff will remain within earshot in the adjoining room to ensure the child remains safe. A second member of staff will be on hand to supervise their colleague in the event that the child requires assistance. The door between the shower room and the adjoining room should remain closed at all times while the child is undressed unless the child requires assistance.
- 6) If a child **soils him/herself in school**, staff will need to make a professional judgement in determining the level of intervention required and how best to support the child. Careful consideration should be given to the needs and wishes of the child who should be offered comfort and reassurance. The following guidelines outline our procedures but our response should reflect the age and individual needs of the child concerned.
 - The child will be given the opportunity to change their underwear in private and carry out this process themselves.
 - School will keep a supply of wipes, clean underwear and spare uniform for this purpose.

- If a child is unable to complete this task unaided, school staff will attempt to contact parents to inform them of the situation.
- If parents are able to return to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive.
- If parents cannot attend, school will seek parental consent for staff to help clean and dress the child.
- If parents cannot be contacted, the Head of School will decide whether a member of staff should help to clean and dress the child. The views and wishes of the child should be carefully considered by the Head when making this decision.

This policy was last reviewed (in line with the model policy kindly supplied by Wilts LA) on 20/11/20

