



# **Bolingbroke** Academy

## **Intimate Care Policy** **2017 - 2018**

## Policy Information

Role	Designated Person	Contact Details
SENCo	Ms Lucy Widdowson	l.widdowson@arkbolingbrokeacademy.org
Senior leader who manages the SEND Department	Mr Jay Kerby	j.kerby@arkbolingbrokeacademy.org
SEND Link Governor	Mr Peter Dawson	pdawson@wandsworth.gov.uk
Designated teacher with safeguarding responsibility	Mr Jay Kerby	j.kerby@arkbolingbrokeacademy.org
Member of staff responsible for pupils with medical needs	Ms Lucy Widdowson Ms Lindsey Robinson	l.widdowson@arkbolingbrokeacademy.org l.robinson@arkbolingbrokeacademy.org

## Policy review dates (frequency of review: annual)

Review Date	Changes made	By whom
September 2017	Policy created	Lucy Widdowson

## Dates of staff training for this academic year

Dates	Course Title	Staff
<b>1.9.2016</b>	Manual Handling of people	SEND Department
<b>17.11.2016</b>	Personal Care	Lucy Widdowson, Naomi Overin, Altina Smith & Daniel Rands
<b>05.04.2017</b>	Paediatric first aid	Lindsey Robinson, Caroline Gbolade, Chloe Proctor, Ashlyn Samphiere, Russell Dunscombe
<b>04.09.2017</b>	Manual handling, toileting, personal care and fire evacuation	SEND team, Danny Clow, Steven Galea and Lindsey Robinson
<b>TBC September 2017</b>	Catheter training	Lucy Widdowson and Lindsey Robinson

## 1 Introduction

Bolingbroke Academy is an inclusive school where all students are made to feel welcome and valued. Staff who work with children and young people who have special educational needs and medical needs will realise that the issue of intimate care is a difficult one and this will require staff to be respectful and professional at all times. Bolingbroke Academy recognises 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 or pain. At Bolingbroke Academy, the child's welfare and dignity is of paramount importance.

The purpose of this policy is to set out procedures that safeguard pupils and staff by providing a consistent approach to intimate care. 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 pupil choice and safety.

## 2 Definition

Intimate care involves helping pupils at Bolingbroke Academy with aspects of personal care, which they would otherwise undertake for themselves. Pupils with disabilities may require help with moving and handling, dressing, eating, drinking, toileting and menstruation, physiotherapy exercise programmes and massage interaction.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence, menstrual managements, dressing and moving or handling.

## 3 Aims

This policy and the intimate care procure aims to:

- Safeguard the rights and well-being of pupils with regards to dignity, privacy, choice and safety
- Assure parents/carers that all staff are knowledgeable about intimate care and that individual concerns are taken into account and where possible, acted upon
- Ensure parents/carers and pupils are involved in any decision about the intimate care of their child
- Provide guidance and reassurance to staff
- Ensure that parents/carers and pupils are actively involved in the development of agreed intimate care protocols
- Ensure that details of an agreed intimate care protocol will be formally written in an individual health care plan and will be shared with other agencies where necessary
- Provide staff with information and appropriate training in intimate care

## 4 Protection of Children

The 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.

Children's dignity will be preserved at all times and a high level of privacy, choice and control will be provided to them. Education Child Protection Procedures and Health and Safety for Manual Handling of People

procedures will be accessible to staff providing intimate care and adhered to.

Each child's right to privacy shall be respected and staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves where appropriate.

At Bolingbroke Academy, children are taught a personal safety curriculum as part of Personal, Social and Health Education in line with their developmental level and degree of understanding to ensure they maintain personal safety.

At Bolingbroke Academy, personal and intimate care will be delivered by two members of staff to every one child. Where possible, pupils will be given intimate care by the same sex member of staff. However, due to a higher number of female staff, this may not always be possible.

Each child/ young person will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive. The members of staff a child may wish to speak to include, but are not exclusive to, Lucy Widdowson, Naomi Overin or their Head of House or civitas tutor.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order 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.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, he/she will immediately report concerns to the designated safeguarding lead and follow the safeguarding protocol for Bolingbroke Academy.

If a child makes an allegation against a member of staff, this will be dealt with in line with the Safeguarding policy. All staff are made fully aware of these policies at the start of the year, with refreshers and updates throughout the year. Those working in the intimate care of young people, will be made especially aware of these policies and procedures.

## 5 Communication

During and after the intimate care process, clear communication will be made between staff, pupils and parents where necessary. Children with medical needs who require personal care will have an individual health care plan written collaboratively with the child, parent, school and school nurse which is reviewed annually, if not before.

There will be careful communication during the intimate care process in line with their preferred line of communication (verbal, symbolic etc.) to discuss the child's needs and preferences. Each child shall be aware of the procedure carried out and the reasons for it.

Each pupil who requires intimate care will have a home/school care diary which may include information on how well a pupil has eaten or drunk that day, particular achievements made by the pupil, medical information, record of toileting including the staff that was present and any physiotherapy/massage exercises undertaken.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's individual health care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

## 6 Responsibilities

Bolingbroke Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Staff at Bolingbroke Academy recognise that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The management responsibilities are:

- to ensure that relevant staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid; child protection procedures and other aspects of manual handling
- to provide an induction programme for all new staff to ensure that they are made fully aware of special educational needs and medical needs
- to ensure that all relevant staff are familiar with the school's Intimate Care Policy and that they receive support and assistance from experienced staff
- The responsibilities for staff providing intimate care are:
  - To ensure they have read and are familiar with the Intimate Care Policy
  - To ensure they are adhering to Bolingbroke Academy's policy and procedures around intimate care and safeguarding
  - To ensure they are communicating with parents/carers via the home/school care diary
  - To ensure they are familiar with the individual health care plans for each child requiring intimate care
  - To ensure they are working in consultations with the SENCO and school nurse
  - To liaise with other professionals and agencies as appropriate to the intimate care
  - To take part in staff training for any aspect of intimate care and safeguarding

## 7 Training & Resources

Staff who provide intimate care are trained to do so (including Child Protection training and health and safety in moving and handling) and are fully aware of best practice. Training for manual handling of people will be renewed annually. Apparatus will be provided to asses with children who need special arrangements following assessment from physiotherapist/occupational therapist/ school nurse as required. Equipment shall be checked in line with British Engineering guidelines and checked for safe use every 6 months.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

## 8 Reviewing the Policy

This policy shall be reviewed annually by the SENCo. It will be shared with parents/carers and made available on Bolingbroke Academy's website.