

# Ysgol Bryn Onnen

Polisi Gofal Personol

Intimate Care Policy



Written: April 2024

Passed by Governing Body: May 2024

Review date: May 2027

## **Introduction**

Ysgol Bryn Onnen is committed to ensuring that all staff and children involved in intimate care are given full support and guidance to safeguard all stakeholders.

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, young person's privacy will be respected.

Equality Act 2010 - Anticipatory Duty: All policies and practices need to show due regard for the Equality Act 2010, including the anticipatory duties. Section 20 of the Equality Act 2010 highlights the need for the Local Authority and schools to anticipate the needs of disabled service users and to take reasonable steps to remove barriers to accessing services. The duty is anticipatory in the sense that it requires consideration of, and action in relation to, barriers that impede people with disabilities seeking to use services and participation in experiences prior to them accessing it.

## **Rationale**

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

- Safeguard children, young people and staff by providing a consistent approach, 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 involves helping learners with aspects of personal care, which they are not able to undertake for themselves, either because of their age and maturity or because of developmental delay or disability. Learners with disabilities may require help with moving and handling, eating and drinking and all aspects of personal care including:

- Washing
- Dressing and undressing (including swimming)
- Toileting & Menstruation
- Cleaning up after a child has soiled him/herself
- Applying Sun Cream (where a child is unable to do so for themselves)

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

## **AIMS**

- To safeguard the rights and wellbeing of learners with regard to dignity, privacy, choice and safety.
- To ensure that learners are treated consistently when they experience intimate personal care.
- To assure parent/carers that all staff are knowledgeable about intimate care and that individual concerns are taken into account and when possible are acted upon.
- To enable parent/carers to be involved in any decision about the intimate care of their children.
- To provide appropriate guidance, training, supervision and reassurance to staff and to ensure good practice
- To ensure that parents/carers and children and young people (where appropriate) are actively involved in the development of agreed intimate care protocols.
- To ensure the education setting shares details of an agreed individual intimate care protocol with other agencies that support the pupil.

### *Approach to best practice*

- The management of all children and young people with intimate care needs to be carefully planned.
- All staff that provide intimate care need to be up-to-date with safeguarding training

### *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.

- Allow the learner to care for him/herself as far as possible, to encourage independence and to encourage him/her to carry out aspects of intimate care as part of his/her personal and social development. Targets may be set in developing these life skills.
- The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him or herself as he or she can. This may mean, for example, giving the child responsibility for washing themselves.
- The only two rooms currently suitable for changing pupils at the school are the Disabled Toilet and the Nursery/Reception Class toilets. Doors to rooms should **not be closed**.
- Consideration should be given to ethnicity, culture, beliefs and religion, and any special requirements relating to intimate care should be identified and documented.
- Show 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 two adults. However, especially with older children, children may state that they prefer to be looked after by one adult. In such a case we will consult with parents and Intimate Care Plans will be amended.

There may be rare instances where an additional adult is not available. In these cases, the child's needs must come first.

- 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.

Some pupils will require an Intimate Care Plans these are written by the school in conjunction with healthcare professionals and families. They may involve;

- Supported Eating e.g. gastrostomy (peg feeding)
- Administering medication (See separate policy for administering medication)
- Physiotherapy / Occupational Therapy Programme
- Manual handling
- Massage/Intensive interaction
- Applying topical medicines (e.g. eczema creams)

Nasal gastric feeding is to be undertaken by health care professionals.

### **Letter of Permission**

Permission must be sought from the parent/carer before any form of Intimate Care can be undertaken. All those staff working with the child or young person should know that permission has been given before undertaking any Intimate Care. A copy of the Intimate Care Plan should also be shared with the family.

### **Record Keeping**

An Intimate Care Log will be kept of all instances where pupils require intimate care.

The log will record; time, date, location, type of care, names of staff giving care.

### *Child Protection Considerations*

The All Wales Child Protection Procedures 2008 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; s/he will immediately

report concerns to the appropriate manager/ designated person for child protection.

Designated Safeguarding Person; Rhys ap Gwyn

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 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 child makes an allegation against a member of staff, The All Wales Child Protection Procedures 2008 will be followed Ysgol Bryn Onnen's Safeguarding Policy.

This policy was written in consultation with staff and Ysgol Bryn Onnen's governing body and was approved on :-

Date: \_\_\_\_\_

This policy will be reviewed on: \_\_\_\_\_

Signed: Head teacher \_\_\_\_\_

Signed: Chair of Governors \_\_\_\_\_