



Bishop Walsh
Catholic School



Intimate Care Policy

Adopted by Governors July 2017

Intimate Care Policy and Policy Statement

Date of Policy	July 2017
Ratified by full Governing body	July 2017
Reviewed Date	July 2018
Next Review Date	July 2020

POLICY STATEMENT

Philosophy

Bishop Walsh Catholic School is an inclusive community that aims to support and welcome children with intimate care needs. We are committed to safeguarding and promoting the welfare of young people in our care. This Policy should be read in conjunction with the following:

- Medical Conditions Policy
- Safeguarding Policy
- Special Educational Needs and Disabilities Policy
- Anti-bullying Policy
- Equality Policy
- Behaviour Policy
- Health and Safety Policy and procedures
- Staff Code of Conduct
- Safer working Practice

Statutory requirements

The 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.

The Governing Body and Principal will act in accordance with the supplementary DfES guidance: 'Safer Recruitment and Selection in Education Settings' (2005) and 'Dealing with Allegations of Abuse against Teachers and other Staff' (2005).

This 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 and Families Act 2014 places a statutory duty on schools to support pupils' medical conditions, including bladder and bowel problems.

Aims of the Policy

Bishop Walsh catholic School is committed to ensuring all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

What is intimate care

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most young people carry out for themselves but need assistance from time to time. A number of these young people require adult assistance for their personal and intimate care needs because of their age, physical difficulties or other special needs. It also includes supervision of children involved in intimate and self- care.

Children and Families Act 2014 places a statutory duty on schools to support pupils' medical conditions, including bladder and bowel problems.

POLICY

The term "parent" implies any person or body with parental responsibility such as foster parent or carer.

On admission to school

Young Person with intimate care needs who require significant, additional support.

Should we admit a young person to school with intimate care needs that require additional support, we will in partnership with the parents, school nurse and other healthcare professionals, discuss and evaluate individual needs.

Where appropriate an Individual healthcare Plan will be developed in partnership with the parent, the student, the school nurse and/or other healthcare professionals.

This schools intimate care policy has been drawn up in consultation with a wide range of stakeholders within the school and health settings:

- Young people with intimate care needs.

- Parents of children with intimate care needs.
- School nurse.
- SENCO
- School staff
- Other healthcare professionals

All staff understand the school's general emergency procedures.

- Who to contact in school.
- Training is refreshed once a year or if there are any changes to the condition of the child.

Responsibilities of the Governing Body

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any young person with an impairment that affects his/her ability to carry out day to day activities must not be discriminated against

Staff Responsibilities

- Staff will work in close partnership with parent/carers to share information and provide continuity of care.
- To ensure that young people are treated with sensitivity, dignity and respect.
- There is careful communication with each young person who needs intimate care in line with their preferred means of communication to discuss their needs and preferences. Where the young person is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure.
- Ensure that the young person's right to privacy will be respected.
- Careful consideration will be given to each young person's situation to determine how many adults should be present during intimate care procedures. Staff who assist with intimate care will make sure another member of staff is aware they are going to carry out the procedure and is in the vicinity and visible or audible. In this instance, details of the intervention will be recorded and signed by the young person and the staff members to be available to parent upon request.
- The young person will be supported to achieve the highest level of autonomy that is possible.
- The young person who requires assistance with intimate care will have a written Pupil Profile and Care Plan agreed by staff, parents/carers and any other plans include a full risk assessment to address issues such as moving and handling, personal safety of the young person and the carer. Any historical concerns (such as past abuse) should be noted and taken into account.
- The young person may require assistance with invasive or non –invasive medical procedures such as managing catheters or colostomy bags. These procedures will be

discussed with parents, documented in the care plan and will only be carried out by staff who have been trained to do so.

- No young person with a named condition that affects personal development will be discriminated against.
- To ensure staff pay close attention to the level of distress and comfort of the young person. In case of illness, parents will be contacted by the school.
- The permission slips from parents for trained staff to undertake intimate care are kept on file.
- Ensure young people with intimate care needs receive appropriate care and support at school.
- Include all children with such conditions in all school activities.
- Ensure that staff responsible for intimate care of young people will undertake their duties in a professional manner at all times.
- Ensure all staff understand their duty of care to the young people and what to do in an emergency.
- Staff will adapt their practice in relation to the needs of the individual young person taking into account developmental changes such as the onset of puberty.
- Understand that certain conditions are serious can be potentially life threatening, particularly if ill managed or misunderstood.

Responsibilities of parents/carers

- All parents will be asked to complete an admissions form giving full details of their child's condition, regular intimate care needs/medication, emergency contact numbers, details of hospital consultant or any other requirement that may impact on their child when at school.
- Parents are responsible for informing school of any changes to their child's condition that may impact on the management of their care in school.
- Parent/carers should give permission for intimate care.
- Parent / carer to let school know the language used by the child for intimate parts of the body so communication is clear.

To supply the following:

- Spare clothes including underwear.
- Specific equipment to enable intimate procedure to take place in school. This will be listed and agreed with the parent as part of the care plan.
- To ensure that supplies are maintained.
- Encourage parents and carers of such children to communicate any changes to their care to us.

Record Keeping

It is good practice for written record to be kept in an agreed format every time the young person requires assistance with intimate care, including date, times and any comments such as changes in the young person's behaviour. It should be clear who was present.

These records will be kept in the young person's file and available to the parents on request.

Child Protection

Child Protection and Multi-Agency Protection procedures will be adhered to at all times.

All members of staff carrying out intimate care procedures have enhanced DRB checks.

This policy aims to manage risks associated with toileting, intimate care and private time and ensures that employees do not work outside the remit of their responsibilities set out in this policy.