



St Mary's Catholic School is committed to providing an inclusive education to all students and understands that some students will need assistance in their intimate care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act/Equality Act 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. This policy has also been informed by the DfE's statutory guidance, 'Supporting pupils at school with medical conditions' (September 2014).

### **Definition of intimate care**

- Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.
- Disabled students may be unable to meet their own care needs for a variety of reasons and will require regular support.
- We will ensure that appropriate care with trained staff will be available.
- The following principles will be followed, always appreciating that the issue of intimate care is a sensitive one, by its very nature:
  - A student's dignity will always be protected with a high level of privacy, choice and control.
  - Staff will be respectful of the student's needs at all times and will provide intimate care sensitively and professionally
  - Appropriate staff will have staff training in all areas of intimate care procedures, health and safety guidance and child protection.
  - Parents/carers will be consulted and their views respected in terms of the intimate care provided for their children.
  - Procedures will be discussed with the family as part of educational planning for their child.
  - We will ensure that any child or young person at our school who requires intimate care will also have access to a wide and full curriculum reflecting their abilities and interests.

### **Intimate care plan**

- The parents/carers of any students requiring intimate care will meet with the SENCO and the student's Head of Year/Key Stage Leader.
- This meeting will also include the school nurse if appropriate and, if a learning support assistant is being provided for a student with a Statement of SEN provision, they will also be present.
- An intimate care plan in conjunction, as appropriate, with a healthcare plan, will be drawn up.
- The plan will be reviewed at least annually or according to the emerging needs of the young person and taking into account physical and sexual development and possible change in medical or physical therapies or approaches.

### **Staff training**

Staff involved in providing intimate care to children and young people will themselves require careful support and management. This reflects the sensitivity and personal responsibility involved in carrying out such tasks on a regular basis. Recruitment and selection of staff to be involved in intimate care should be made following the usual Disclosure and Barring Service checks, equal opportunities and employment rights legislation.

Personnel providing intimate care are in a position of great trust and responsibility, and the importance of their role in promoting personal development of students is invaluable. They must also have received training in child protection and health and safety training in lifting and manual handling if necessary.

Further training reflecting the student's medical history and condition or learning difficulties may be warranted to ensure best practice and full understanding of the care being given.

In many cases, it will be advisable to ensure that two members of staff are present if a young person is being changed and/or internal medication is being administered. This may not always be possible. Staff will be provided with the appropriate apparatus, equipment and facilities to carry out this task sensitively. The privacy and dignity of the student is paramount at all times.

### **Record Keeping**

- Any intimate care procedures are to be logged.
- If any incidents in terms of accidents (however minor) take place during changing, these must be recorded immediately.
- If the child or young person expresses any discontent with the intimate care he or she is receiving, this should also be recorded and acted upon as quickly as possible.
- Any discontent expressed by the student is to be reported via the SENCO and the Parent/carer is to be informed so a meeting can take place to discuss any issues as a matter of urgency.

### **Child protection**

The Governors and staff of St Mary's Catholic School recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safeguarding Officer(s).

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution.

Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed safeguarding and managing allegation procedures.

<b>Policy review date</b>	<b>By whom</b>	<b>Approved (<i>insert date</i>)</b>
December 2015	FGB- Academy Directors	10/12/15
September 2019	FGB- Academy Directors	20/09/19