

Penketh South Community Primary School and Maintained Nursery

Intimate Care / Close Personal Contact Policy

Reviewed 12.05.21

Rationale

Intimate care / assistance and activities requiring close personal contact can be identified as any personal care / assistance that involves an individual's personal space.

Intimate care routines may be essential throughout the day to ensure that the children's basic needs are met.

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and developmental needs.

Purpose

The purpose of the policy at Penketh South Community Primary School is to:

- Uphold pupils' rights to privacy and dignity. The majority of these actions will take place on a one to one basis and wherever possible will be supported by another member of staff.
- Identify situations, which have elements of close personal / intimate contact.
- Recognise the responsibilities of the adults involved.
- Safeguard pupils and adults from any misinterpretation of action.
- Ensure consistency of action whilst being sensitive to individual need.
- Dispose of waste safely.

Guidelines

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of Child Protection, Health & Safety and Police Clearance Procedures.

Police Clearance

All adults participating in any activities including intimate / close personal contact will have undergone enhanced DBS checks.

Child Protection

All staff should have an up-to-date understanding of safeguarding / child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns. All child protection matters must be reported to the designated person in school / setting responsible for child protection. Procedures should follow the Safeguarding Policy. The designated person is Mrs A Grace (Headteacher).

Health and Safety

All staff should be aware of and adhere to the general health and safety guidelines. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with Mrs A Grace who will act upon the information. Staff should have training on lifting and handling children if nappy changing is necessary.

The roles of Staff

- Staff need to recognise that when working with young children they may need contact with familiar, consistent carers to ensure that they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance. Staff are advised to do this in view of other children and staff wherever possible.
- In Nursery, staff need to promote consistent and caring relationships and ensure that all parents understand how this works.
- All staff should be trained in the appropriate methods for intimate care and access specialist training where required.
- All new staff should be inducted to ensure that are fully aware of procedures relating to intimate care routines.
- Work closely with parents and carers to gather relevant information to enable the staff to care for the child fully and meet their individual needs.

The roles of Parents

- Provide the staff with relevant information to enable the staff to care for the child fully and meet their individual needs.
- Where necessary provide the school/nursery with a written parental agreement to procedures.

The roles of students / volunteer helpers

Students / volunteer helpers / parents...

1. Should NOT assist with toileting pupils.
2. May assist in helping pupils change for PE if supervised by a member of school staff.
3. Must not assist with any feeding requiring medical training to give food or respond to an emergency situation.
4. May assist at the dining / snack table in general situations.
5. Must be supervised and not put in a situation where they are alone with pupils except in extreme / emergency circumstances.

Guidelines

Toileting / Changing

The following must be taken into consideration:

1. The need for privacy and the child's dignity whilst being aware of the need to protect staff from allegations and pupils from inappropriate touching. Try to ensure that doors remain open, where appropriate.
2. Consistency of approach with necessary information being communicated to all appropriate staff.
3. Encourage as much independence as possible using the progression of skills
 - Opportunity
 - Dependence
 - Co-operation
 - Participation
 - Supervised independent action
 - Independence
4. Be aware of assistants' own personal hygiene and use of appropriate aids – gloves, aprons etc.
5. Be aware of general hygiene and disposal of waste (double bagging)
6. Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts.
7. Ensure females are cleaned front to back.
8. Creams etc only to be used with written permission from parents.
9. Appropriateness of male / female assistance with boy / girl pupils to be agreed upon.
10. Secure documented parental agreement to procedures.

Feeding / Eating

1. All procedures to be kept up to date with information from health professionals and parents.
2. Account must be taken of pupil's likes and dislikes and normal routine.
3. Hygiene procedures to be adhered to.
4. Emergency procedures to be put into place if possible choking may be an issue.
5. The importance of social interaction at snack / lunchtime should not be underestimated.

Physical Assistance

1. Give verbal prompts / instruction before touching, moving or handling pupils.
2. Have due regard for instructions given by therapists regarding individual pupil movement / transfers etc.
3. Always use equipment recommended to assist with moving / transfers.

Pupils may have individual bathroom / feeding / physical assistance regimes, which will be reviewed and amended as required following advice.