



Chiltern Way Academy Trust

Turning Futures Around

Intimate Care Policy

Responsibility for this policy (job title): SWAM

Responsibility for its review: Curriculum & Wellbeing Committee

Approved: 25/03/2021 (FGB)

Next Review Date: Spring 2024

Introduction

Chiltern Way Academy is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given and given a high level of privacy, choice and control. No child/young person shall be attended to in a way that causes distress, embarrassment or pain.

Chiltern Way Academy takes seriously its responsibilities to safeguard and promote the welfare of the children and young people in its care.

Staff will work in close partnership with parents/carers to share information and provide continuity of care, wherever possible.

The Trust Board recognises its duties and responsibilities in relation to the Disability Discrimination Act (1995) 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.

The Trust Board will ensure that this policy is monitored and reviewed at least every three years.

Definition

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.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from Chiltern Way Academy.

Academy Responsibilities

- The management of all children and young people with intimate care needs will be carefully planned.
- Only employees of the academy who have had appropriate safeguarding checks may undertake intimate care. Non-employees will **not** be authorised to support a child and will be instructed to inform a member of the Academy Team if the child they are supporting should require care.
- Staff who provide intimate care are fully aware of best practice and Child Protection.
- There is careful communication with any student who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Students will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

- Most procedures can be carried out by an appropriate member of the Chiltern Way Academy Team. However, careful consideration will be given to the child's individual circumstances to determine how many practitioners might need to be present when a child requires help with intimate care.
- The needs and wishes of the children/young people and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- A care plan will be put into place for children who require support on a regular basis
- Only in an emergency would staff undertake intimate care that has not been agreed with parents/carers. This act of care would be reported to the parents/carers as soon as possible after the event. This information should be treated sensitively and recorded on CPOMS.

Parent / Carer Responsibilities

- Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of the child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Parents/carers must ensure they work towards their child achieving the maximum possible level of independence at home.
- Parents/carers should work with school to develop and agree a care plan.
- Parents/carers must make sure that school always has the required equipment available for the child's intimate care or toileting needs.
- Parents/carers must ensure that school always have their emergency contact details.

Learner Responsibilities

- To be as involved as possible in their intimate care and with their care plan
- To let school staff know when they need assistance.
- To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Child Protection:

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

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

Bierton Hill: Joanne Dolder

Prestwood Campus: Emma Bryan

Wendover Campus: Thomas Stibbs

Wokingham: Rebecca Archer

Chiltern Way Academy Safeguarding Lead: Emma Bryan

If a child/young person 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.

Volunteers and visitors to the school will not be authorised to administer intimate care to a child/young person and will be instructed to inform a member of the school team if a child/young person they are supporting should require care.

If a child/young person makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Health & Safety Guidance

This policy should be read in line with Chiltern Way Academy's Health & Safety Policy.

Staff should wear an apron and gloves when dealing with a child who is soiled.

Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, with a liner, specifically designed for such waste.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be prepared to justify and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with students it will be:

- for the least amount of time necessary (limited touch);
- appropriate, given their age, stage of development and background;
- in response to the student's needs at the time.