



INTIMATE CARE/CLOSE PERSONAL CONTACT POLICY FOR USE IN SCHOOLS AND EARLY YEARS SETTINGS

Rationale

Intimate care/assistance and activities requiring close personal contact can be identified as any personal care/assistance that involves a child/young person's personal space.

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 development needs.

Purpose

The purpose of the policy at Townville Infants' School is to:

- Uphold rights to privacy and dignity
- Identify situations which have elements of close personal/intimate contact
- Recognise the responsibilities of adults involved
- Safeguard all 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 statutory DBS (Disclosure and Barring Service) checks. All adults assisting with toileting should be employees of the school.

Child Protection

All child protection matters must be reported to the designated person in school responsible for child protection. Procedures should follow the Child Protection Policy. The designated person is Claire Cranton. Child Protection Training should be an ongoing part of staff training.

Health and Safety

All staff should be aware of and adhere to the general health and safety guidelines as documented by the LA, the School or Early Year's Setting. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with Headteacher or School Business Manager who will act upon the information.

The role of students/volunteer helpers

Students/volunteer helpers/parents

- Should not assist with toileting pupils
- May assist in helping pupils change for PE if under the close supervision of staff
- Must not assist with any feeding requiring medical training to give food or respond to an emergency situation
- May assist at the dining table in general situations
- Must be supervised and not put in a situation where they are alone with children or young people except in extreme/emergency circumstances

Toileting/changing

Wherever possible or with the prior agreement of the parent or carer, there must be two members of staff present when situations arise which may open staff to allegations.

The following must be taken into consideration:

1. The need for privacy whilst being aware of the need to protect staff from allegations and pupils from possible inappropriate touching
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
- allowed to dress/undress where physically able
- 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. (NB. Soiled nappies, catheters etc are not clinical waste – double bagging is sufficient)
- 6. Give sufficient time, be aware of expectations and be familiar with the type and frequency of prompts
- 7. Appropriateness of male/female assistance with boy/girl pupils to be agreed upon
- 8. Secure documented parental agreement to procedures. If necessary this could include space for names of support staff members willing/able to assist at toileting times, and could include names of lunchtime staff available
- 9. Prior to accompanying to the toilet, inform the relevant class teacher
- 10. Report immediately back to the class teacher any concerns if a situation arises which causes support staff embarrassment
- 11. Parents to be contacted on every occasion where a child needs to be cleaned or wiped down
- 12. A form needs to be filled out on every occasion where a child has been supervised by an adult who has assisted a child in changing. This form needs to be completed by the supervising adult.

Feeding/Eating

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

Physical Assistance

1. When assisting a pupil, staff must: Give verbal prompts/instructions before touching, moving or handling.
2. Have due regard for instructions given by therapists regarding an individual movement/transfer.
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.

This policy will be reviewed in accordance with school/early years setting procedures for the review of all policies or sooner if national and/or local information impacts upon it.

Date of policy: September 2009

Renewal date: September 2010

Updated: September 2011

Updated: September 2012

Updated: September 2013

Updated: September 2015

Updated: September 2016