



Holy Rood Catholic Primary School, Swindon



Intimate Care Guidance



School Vision:

Belong

At Holy Rood Catholic Primary School we aim to provide a nurturing and inclusive environment enthused by the Spirit of Christ to enable everyone to make a positive contribution, both to the school and the wider community. We will show love, compassion and respect for others.

A sense of unity will be created by forming relationships that are based on trust, loyalty, forgiveness and acceptance; we will endeavour to act justly and be peacemakers as Christ's disciples, inspired by the Gospel values.

We will encourage a sense of responsibility and help children learn to appreciate God's world around them through reflection, mission, prayer, healing and peace.

Learn

We resolve to develop a sense of awe and wonder at God's creation for our children - where creativity flourishes and everyone is inspired to learn, demonstrating a curiosity about the world around them.

We will strive to ensure that all of our learners are able to face new challenges with confidence, in a Christian learning environment where informed risk taking and a resilient attitude are welcomed, encouraged and achieved.

Our positive and enthusiastic approach to teaching and learning will motivate every person. Each will know that they are uniquely loved by God. We will continue to enjoy our learning and reflect on our efforts and achievements, inspiring us to always try our best.

Achieve

The children will be determined in their daily challenges, gaining confidence in their own ability, imagining what they could achieve with continued effort and commitment and working to fulfil the exclusive plan God has for each of them.

By fully engaging in all aspects of school, children will have had the opportunity to go on to become ambitious and competent individuals, always striving to achieve their full potential and positively participating in God's world.

Children's Mission Statement:

Holy Rood Catholic Primary School

Mission Statement

We try to follow Jesus by praising and giving thanks to God,

enjoying and caring for his world,

loving and forgiving others and always trying our best!

Introduction

This Intimate Care Good Practice Guidance has been developed to safeguard all children and young people, including those with Special Needs and Disabilities (SEND) as all staff should be aware of the increased vulnerability to abuse and neglect of those with SEND. Staff and volunteers involved in their intimate care need to be sensitive to the child or young person's individual needs. Staff must follow multi-agency safeguarding procedures in order to keep all staff, children and young people safe.

This Intimate Care Good Practice and Guidance should be read in conjunction with the *Safeguarding Policies* (see links at the end of the document). This guidance has been written in line with the new *Guidance for Supporting Educational and Community Settings to meet the needs of children and young people with medical conditions*.

Definition

Intimate care may be defined as any activity required to meet the personal care needs of each individual child or young person. Intimate care can include:

- Feeding
- Oral Care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care and Sexual Health
- First aid and treatment such as suppositories, enemas and enteral feeds
- Catheter and stoma care
- Supervision of a child or young person involved in intimate self-care

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which the guidelines are based:

- Every child and young person has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child and young person has the right to be safe.
- Every child and young person has the right to personal privacy.
- Every child and young person has the right to be valued as an individual.
- Every child and young person has the right to be treated with dignity and respect.
- Every child and young person has the right to express their views on their own intimate care and to have such views taken into account.
- Every child and young person has the right to have consistent levels of intimate care.
- Staff and volunteers should only be undertaking intimate care activities they understand and feel competent and confident to carry out and where necessary received the relevant training (Appendix 1).

Parent/Carer Responsibilities

Parents and carers have a responsibility to advise staff and volunteers of the intimate care needs of the child or young person and keep staff and volunteers up to date in changes in a child or young person's needs. These needs should be discussed with staff involved, SENDCO and the school nurse if appropriate. Parents and Carers should maintain effective communication with the school to identify any changes about the child or young person's needs and should be involved in the annual review of the documentation.

Setting Responsibilities

Holy Rood Catholic Primary School will ensure all staff and volunteers are employed following Swindon LSCB Safer recruiting process. Approval includes:

- CRB checks and reference checks.
- Only named staff approved by Holy Rood Catholic Primary School or an appropriately trained person agreed by the manager should undertake intimate care of children and young people whilst at Holy Rood Catholic Primary School. □
- Holy Rood Catholic Primary School will ensure that all staff and volunteers undertaking the intimate care of children and young people are familiar with and understand the *Intimate Care Guidelines* together with associated Policies and Procedures e.g. *Safeguarding and Child Protection*, *Supporting Children at School with Medical Conditions* and *Safeguarding Disabled Children* (all links can be found at the end of the policy).
- Intimate care arrangements must be agreed by Holy Rood Catholic Primary School, parents/carer and child or young person, where appropriate (Appendix 2).
- Intimate care arrangements must be recorded in the child or young person's Individual Health Care Plan (if appropriate) and consent forms signed by the person with parental responsibility (Appendix 2).
- If changes are required to intimate care procedures these must be recorded in the documentation in the Individual Health Care Plan (where appropriate) and updated at the earliest opportunity.
- If someone, in the case of an emergency, has to provide intimate care other than the named staff and volunteers or parent(s) then the senior staff member should be notified of the arrangement as soon as possible.
- Intimate care arrangements should be reviewed annually or as required. The views of all relevant parties, including the child or young person (if appropriate) should be sought and considered to inform future arrangements.
- If anyone involved with the child or young person (including the child or young person) has concerns about the appropriateness of any intimate care then *Child Protection Guidelines* should be followed.
- An Individual Health Care Plan will be drawn up by the school, parents/carers, child or young person and medical professionals, where appropriate.

- School will seek advice and support from medical professionals depending on the level of need according to the *Supporting Children at School with Medical Conditions* guidance.
- Staff will undertake basic awareness training and school will ensure they have the relevant training and competencies achieved in order to provide Intimate Care.
- Staff will have access to any relevant Individual Health Care Plans as appropriate.

Guidelines for Good Practice

- All staff and volunteers need to be aware that some adults may use intimate care as an opportunity to abuse children and young people.
- Some tasks/treatments can be open to misinterpretation so adhering to these guidelines of good practice is aimed at safeguarding all children, young people, staff and volunteers.
- Staff at Holy Rood Catholic Primary School are encouraged to work in pairs to provide intimate care to individuals, especially if the nature of the care is particularly intimate. For example, cleaning a child or young person that has soiled and cannot manage this themselves or supporting a child that needs to change their personal hygiene items and does not have the capacity to do so themselves.

Involve children and young people in their intimate care

- Try and encourage a child or young person's independence as far as possible in his/her intimate care.
- Where the child or young person is fully dependent talk to them about what is going to be done and give them choice where possible.
- Check your practice by asking the child or young person about any likes or dislikes while carrying out intimate care and whenever possible gain verbal consent.

Treat every child or young person with dignity and respect and ensure privacy appropriate to their age and situation

- The individual child or young person's safety, dignity and privacy are of paramount importance.
- When intimate care is being carried out all children or young people have the right to dignity and privacy i.e. they should be appropriately covered, the door closed or screens/curtains in place.

Make sure practice in intimate care is consistent

As a child or young person can have several carers a consistent approach is essential. Effective communication between children or young people/staff/parents/ ensures practice is consistent.

Be aware of own limitations

Staff and volunteers should only carry out care activities they understand and feel competent and confident to do so and when necessary have received the appropriate training. If in doubt ask. Some procedures must only be carried out by staff and volunteers who have been formally trained and assessed e.g. tube feeding, rectal diazepam; this should be made explicit in their Individual Health Care Plan.



Promote positive self-esteem and body image

Confident, self-assured children and young people who feel their body belongs to them are less vulnerable to sexual abuse. The approach staff and volunteers take to intimate care can convey lots of messages to a child or young person about their body worth. Staff and volunteers' attitude to a child or young person's intimate care is important.

If you have any concerns

- If you observe any unusual markings, discolourations or swelling including in the genital area, record and then report immediately and **only** to Holy Rood Catholic Primary School Designated Safeguarding Leads.
- If during intimate care a child or young person is accidentally hurt or a child or young person appears to be sexually aroused by your actions, or misunderstands or misinterprets something, reassure them, ensure their safety and record and then report the incident immediately to Holy Rood Catholic Primary School's Designated Safeguarding Lead. Record and report any unusual emotional or behavioural response by the child or young person to intimate care. A written record of concerns should be kept in the child or young person's Intimate Health Care Plan documents.
- If the child or young person appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. The staff member should try and ascertain why the child is distressed and provide reassurance.

Giving Intimate Care to Children and Young People of the Opposite Sex

- There is a positive value in both male and female staff being involved with children and young people.
- Ideally, every child or young person should have a choice of the member staff for all their intimate care.
- The individual child or young person's safety, dignity and privacy are of paramount importance.
- The practice guidelines set out below are written in the knowledge that the current ratio of female to male staff means we are unlikely to be able to offer the same sex staff member to male children and young people.
- Wherever possible, boys and girls should be offered the choice of gender of the staff member if intimate care is required, this becomes of increasing importance as the child reaches puberty.

Communication with Children and Young People

It is the responsibility of all staff caring for a child or young person to ensure that they are aware of the child or young person's method and level of communication. Children and young people communicate using different methods e.g. words, signs, symbols, body movements, eye movements. To ensure effective communication:

- Wherever possible, familiar adults working with children with SEND, would undertake tasks of this nature.



- Ascertain how the child or young person communicates prior to undertaking any personal care.
- Make eye contact at the child or young person's level.
- Use simple language and repeat if necessary.
- Wait for responses.
- Continue to explain to the child or young person what is happening even if there is no response.
- Treat the child or young person with dignity and respect at all times

References

Swindon LSCB web site:

<https://safeguardingpartnership.swindon.gov.uk/>

Safeguarding Disabled Children:

<https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

Guidance for Safer Working practice:

<https://primarysite-prod-sorted.s3.amazonaws.com/holyrood/UploadedDocument/1cc70f27-a348-48f8-8b80-aa9af7d9b389/gswp-feb-2022.pdf>

Guidance for Supporting Educational and Community Settings to meet the needs of children and young person's with medical conditions:

[Holy Rood catholic Primary school swindon \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com)



Appendix 1

Holy Rood Catholic Primary School: Staff Declaration

Staff undertaking intimate care activities must understand and feel competent and confident to carry out and where necessary have received the relevant training.

Copies to be kept with Individual's SEND/Intimate Care and Record Files.

Name (Member of Staff):		I can confirm that I am confident to carry out the following Intimate Care procedures according to Individual Health Care Plans and this Intimate Care Guidance.
Position:		
Name of Child:		
Type of Intimate Care:		Date: Signed:

Appendix 2

Holy Rood Catholic Primary School: Consent form for the delivery of intimate care

Copies to be kept with Individual Record Books and in individual SEND files.

Name:	DOB:
School Nurse: Other Medical Professionals involved:	
Storage or equipment:	<ul style="list-style-type: none"> It is the parent/cares responsibility to ensure the correct equipment is provided. The equipment will be stored....
Type of Intimate Care: (See IHCP for more details if appropriate)	
Names of staff members that have agreed to deliver Intimate Care Procedures:	See attached appendices in individual's SEND/Record files
Record Keeping:	When staff at Holy Rood Catholic Primary School carry out any Intimate Care Procedures; they will be recorded in the Individual Record File and parents/carers will be informed.
Emergency:	In case of any emergency; notes should be made in the Record File, supervisors and parents/carers informed.

I/we have read the policy for intimate care and give permission for staff at Holy Rood Catholic Primary School to carry out the intimate care of my/our child.

Signed by person with parental responsibility.....

Relationship to child Date



Appendix 3

Holy Rood Catholic Primary School: Record of Intimate Care Procedures

Copies to be kept with Individual Record Files.