

1. Principles

The Governing body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Safeguarding Children and Safer Recruitment in Education ' (2006) to safeguard and promote the welfare of pupils at Hollywood School.

Hollywood School takes seriously its responsibility to safeguard and promote the welfare of the children in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with as impairment that affects his/her ability to carry out day – to – day activities must not be discriminated against. This intimate care policy should be read in conjunction with schools' policies as listed below : (or similiary named)

Safeguarding policy and child protection procedures

Staff code of conduct and safer working practice

'Whistle-blowing' and allegations management policies

Health and safety policy and procedures

Special Educational Needs policy

Policy for the administration of medicines

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

Staff at Hollywood will work in close partnership with parents/carers and other professionals to share information and provide continuity of care.

Where pupils with complex and / or long term medical conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practise guidance in this intimate care policy.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

All staff undertaking intimate care must be given the appropriate training and support. Ms Schwartz will ensure that all training is up to date and will support all members of staff with intimate care procedures and plans. Ms Schwartz will support staff in updating all plans when necessary.

The intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

2. Child focused principles of intimate care

The following are the fundamental principles upon which the Policy and Guidelines are based:

Every child has the right to be safe.

Every child has the right to personal privacy

Every child has the right to be valued as an individual

Every child has the right to be treated with dignity and respect.

Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.

Every child has the right to be consulted in their own intimate care and to have such views taken into account.

Every child has the right to have levels of intimate care that are as consistent as possible.

3. Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of pupils involved in intimate self-care.

4. Best Practise

Pupils who require regular assistance with intimate care have written Individual Education Plans (IEP), health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, eg: for residential trips or staff changes (where the named staff member concerned is providing intimate care).

They should also take into account procedures for educational visits/day trips.

Where relevant, it is good practise to agree with the pupils and parents/carers appropriate terminology for private parts of the body and functions and this should be noted on the plan.

Where a care plan or IEP is NOT in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). It is recommended practise that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter.

In relation to record keeping, a written record should be kept in a format agreed by parents and staff every time a child has an invasive medical procedure, eg. support with catheter usage.

Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case.

These records will be kept in our blue care plan folders which are in every class. The base / reception staff may hold a separate file for intimate record sheets. These should be made available should parents/carers request to see them.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Named staff will encourage each individual pupil to do as much for his/herself as possible.

Named staff who provide intimate care are trained in personal care according to the needs of the pupil. Staff should be fully aware of the best practise regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Staff will be supported to adapt their practise in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when the child who needs help with intimate care. SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Whilst safer working practise is important, such as in relation to staff caring for a pupil of the same gender, there is research which suggests there may be missed opportunities for children and young people due to over anxiety about risk factors; ideally , every pupil should have a choice regarding the member of staff. At Hollywood named members of staff who are familiar to the pupil will be allocated. There might be occasions when the member of staff has a good reason not to work alone with the pupil. It is important that the process is transparent so that all issues stated above can be respected; this can best be achieved through a meeting with all parties , as described above, to agree what actions will be taken, where and by whom.

All staff who assist in intimate care have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff must be aware of our schools confidentiality policy. Sensitive information will be shared only with those who need to know.

Health and safety guidelines should be adhered to regarding waste products, if necessary, advice should be taken from the DCC Procurement Department regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

5. Child Protection

The Governors and staff at Hollywood School recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.

The school's child protection procedures will be adhered to.

From a child protection perspective it is acknowledged that intimate care involves risks for children as it may involve staff touching private parts of a pupil's body. At Hollywood school best practise will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practise.

Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc he/she will immediately report concerns to Cathy Parkes the Designated Senior Person for Child Protection or

Headteacher. A clear written record of concern will be completed and a referral made to Children's Services Social Care if appropriate, in accordance with our school's child protection procedures. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this should only be done where such discussion and agreement-seeking will not place the child at increased risk of suffering significant harm.

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher and Headteacher. The matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a solution. Staffing schedules will be altered until the issue/s is/are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, makes an allegation against an adult working at Hollywood School this should be reported to the Headteacher (or Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practise will report this to the headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.

6. Medical Procedures

Pupils who are disabled might require assistance with invasive or non-invasive medical procedures. These procedures will be discussed with Parents/carers,

documented in the health care plan or IEP and will only be carried out by staff who have been trained to do so. Advice will be sought from outside agencies eg our school nurse.

It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid are trained by an accredited trainer every 3 years and hold the two day paediatric first aid qualification. Ms Schwartz ensures that all training is kept up to date and that all EYFS staff are always trained as a priority. No lunch time supervisors will be involved with intimate care eventhough they hold a one day first aid course. They should follow procedures and report immediately to the named member of staff. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

7. Parent/Carers Responsibility

Staff at Hollywood School work in partnership with parents/carers to provide care appropriate to the needs of the child.

Parents/carers are asked to provide the following for in school:

A changing bag

Spare clothes

Wipes or cleaning product

Towel

Nappies/pull ups

At Hollywood we provide a private wet room with appropriate changing facilities.

The lodge has changing room with toilets and is equipped for intimate care. The staff in the Lodge will follow school procedures at all times.

This policy was adopted by the Governing body on.....

It will be reviewed onby Ms Schwartz.