

## OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL INTIMATE CARE POLICY

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### **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. 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 Our Lady Immaculate Catholic Primary School is to:

- Uphold pupils` rights to privacy and dignity.
- Identify situations, which have elements of close personal/intimate contact.
- Recognise the responsibilities of 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 and Safety and Police Clearance Procedures.

### **POLICE CLEARANCE:**

All adults participating in any activities including intimate/close personal contact will have undergone statutory police checks.  
(see section referring to student/volunteer helpers).

### **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 persons are: Mrs C Sergeant/ Mrs D Finnigan/ Mrs J Brown/Mrs L Roberts

### **HEALTH & SAFETY:**

All staff should be aware of and adhere to the general health and safety guidelines as documented by the LEA. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with either named person, who will act upon the information.

### **THE ROLES OF STUDENTS/VOLUNTEERS HELPERS:**

- Should not assist with toileting pupils.
- May assist in helping pupils change for PE if supervised by a member of school 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 pupils except in extreme/emergency circumstances.

### **GUIDELINES:**

#### **Toilet/changing:**

The following must be taken into consideration:

- The need for privacy, whilst being aware of the need to protect staff from allegations and pupils from possible inappropriate touching, should be considered.
- Consistency of approach with necessary information communicated to all appropriate staff.
- Encourage as much independence as possible using the progression of skills
  - Opportunity
  - Dependence
  - Co-operation
  - Participation
  - Supervised independent action
  - Independence
- Be aware of assistants' own personal hygiene and use of appropriate aids – gloves, aprons etc.
- Be aware of general hygiene and disposal of waste. (NB Soiled nappies, catheters, etc. are not clinical waste – double bagging is sufficient.
- Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts.
- Ensure females (and boys who catheterise) are cleaned front to back.
- Appropriateness of male/female assistance with boy/girl pupils to be agreed upon.
- Secure documented parental agreement to procedures. A form for parents to sign must be drawn up according to requirements.

#### **TOILET TRAINING**

- Members of staff providing care will inform another member of staff prior to taking a child to be changed or to use the toilet.
- Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked.
- Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.
- All pupils will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing children. Children's efforts will be reinforced by praise where appropriate.

#### **FEEDING/EATING:**

- All procedures to be kept up to date with information from health professionals and parents.
- Account must be taken of pupil's likes, dislikes, and normal routine.
- Account should be taken of religious or medical requirements.
- Hygiene procedures to be adhered to.
- Emergency procedures should be put in place if choking is an issue.
- The importance of social interaction at snack/lunchtime should not be underestimated.

#### **PHYSICAL ASSISTANCE:**

- Give verbal prompts/instructions before touching, moving or handling pupils.
- Have due regard for instructions given by therapists regarding individual pupil
- movement/transfers etc.

Approved by the Governing Body: 20<sup>th</sup> October 2022  
Review Date: Autumn Term 2024

- 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.

**REVIEW:**

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