Intimate Care Policy

(Reviewer: Simon Hilliard, March 2023)

Introduction

This policy applies to Hurstpierpoint College which, unless otherwise stated, includes the Early Years Foundation Stage (EYFS). This policy (and the effectiveness of its procedures and implementation) is reviewed and updated annually, as a minimum. This policy is available on the Hurstpierpoint College website, and a hard copy is available on request. The policy should be read in conjunction with the College's Safeguarding Policy.

Purpose of the policy

We are committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise the need to treat all pupils with respect when intimate care is given and understand that no child should be attended to in a way that causes distress or pain. We recognise that the child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

Definition of intimate care

Intimate care may be defined as any activity that 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. This activity is required to meet the personal care standards of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents. Intimate care can include but is not limited to:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual care
- Supervision of a child involved in intimate self-care

Best practice

All members of staff in the Early Years Foundation Stage and, if necessary, the Junior Prep School, will receive training from the Medical Centre Team on the provision of intimate care, as part of their safeguarding training during their induction and on an ongoing basis, as and when required, but at least annually.

- All members of staff who provide intimate care will have undergone the required safer recruitment checks, including enhanced DBS checks.
- Staff who provide intimate care will always explain to the child what they are doing in a way that reflects the child's age and understanding, taking into account developmental changes, such as the onset of puberty and menstruation.
- All pupils will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each individual pupil to do as much for

themselves as is possible. This may mean, for example, giving the pupil responsibility for washing themselves, supported by appropriate communication and equipment as necessary.

- If it is necessary to provide intimate care for a pupil, the parents will be informed of this the same day, and in the case of a pupil soiling themselves, a written record will also be kept and entered on CPOMS.
- Each pupil's right to privacy will be respected. Careful consideration will be given to their situation to determine how many staff might need to be present when a child needs intimate care, and who shall attend to the pupil so that they feel comfortable and cared for. Where possible, two members of staff should be present when intimate care is provided to a pupil but if this is not possible, the member of staff providing the care must inform another member of staff that they intend to do so.
- Health and safety guidelines will be adhered to; staff will always use gloves, sanitisers and nappy sacks where required and all waste will be disposed of appropriately. The College's procedures when dealing with bodily fluids can be found in the First Aid Policy, a copy of which is available on the school website.
- Every child's right to privacy and modesty will be respected. Incidents involving pupils in the EYFS will be dealt with in their own separate toilet area. Incidents involving pupils in the Prep School will be dealt with in the Medical Centre, as far as possible, in order to deal with the incident discreetly. An incident involving a Senior School pupil will be dealt with in House, or in the Medical Centre, whichever is most appropriate and discreet.
- Where pupils require specific medical assistance, we will invite parents to a meeting with the appropriate College staff and any outside specialist who has been involved with the care of the pupil, to thoroughly discuss the regime that is most appropriate for their individual care.
- When a child joins the school, parents are asked to complete a medical questionnaire and to declare any medical conditions that require care within the school. If the medical information changes, parents are required to inform the Medical Centre so that our records are updated.

Safeguarding

Whilst providing intimate care, if a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc. they will immediately report their concerns to one of the DSLs. The procedures outlined in the Safeguarding Policy will then be followed.

If a pupil becomes distressed or unhappy about being cared for by a particular member of staff the matter will be looked into and the outcomes recorded. Parents will be contacted, at the earliest opportunity, as part of this process in order to reach a resolution. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, makes an allegation against a member of staff working at the school, or has concerns about the conduct of another member of staff or about improper practice, this must be reported to the Head of College immediately. The procedures outlined in the school's Safeguarding Policy will then be followed.