



# The Orchards Federation

## Intimate Care & Close Personal Contact Policy

<b>Current version</b>	<b>Information</b>
April 2015	Approved By Governors October 2015 Reviewed A. Feeley Oct 2016
Review Date	April 2017

October 2009

## THE ORCHARDS FEDERATION

### Intimate Care and Close Personal Contact Policy - Guidelines

#### Rationale

Intimate care and assistance and activities requiring close personal contact can be identified as any personal care procedure that involves the invasion of 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 is to:

- Recognise and identify situations which have elements of intimate or close personal contact
- Uphold pupils' rights to privacy and dignity
- 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 in an appropriate manner

#### Guidelines

The guidelines should encompass a variety of activities but it must be accepted that there has to be a degree of flexibility and judgement within some situations to meet very individual needs or very particular circumstances. The guidelines should be followed in the context of all Federation policies, in particular those relating to Safeguarding and Moving & handling.

#### Safeguarding

All child concern matters must be reported to the person in school designated to deal with such issues. Set procedures must be followed.

#### Health and Safety

All staff should be aware of and adhere to general Health and Safety guidelines. Risk assessments should be carried out taking the advice of relevant personnel. All equipment must be serviced and maintained in accordance with legal requirements.

Any Health and Safety concerns should be reported to The Executive Head/ Premises Health & Safety Manager who will act upon the information.

#### DBS Checks

All adults participating in activities requiring intimate/close personal contact will have undergone statutory police checks and will be in possession of an enhanced DBS.

(see section referring to student or volunteer helpers)

### Positive Physical Intervention

Some pupils may resist appropriate physical care requiring intimate or close personal contact. Staff, parents/carers and pupils should be aware of the school policy regarding this.

### The role of students and volunteer helpers

Student, volunteer helpers (including parent helpers) must be supervised and **must not** be put in any situation where they are alone with pupils except in extreme/emergency circumstances.

Student, volunteer helpers (including parent helpers) **should not**

- Assist with toileting pupils
- Assist with any feeding regime requiring medical training or put in a position that would require them to respond in an emergency situation

Student, volunteer helpers (including parent helpers) **may**

- Assist at the dining table in general situations
- Assist in helping pupils change for PE if under the close supervision of school staff

### PHYSICAL ASSISTANCE

1. Give verbal prompts and/or instructions before moving into a pupil's personal space.
2. Give verbal prompts before touching, handling or moving a pupil.
3. Have regard for advice and instructions given by therapists regarding individual pupil's movement and transfers.
4. Always use recommended equipment to assist with movement and transfers.
5. Check equipment regularly

### TOILETING AND CHANGING

The following points must be taken into consideration;

1. The need for privacy whilst being aware of the need to protect pupils from inappropriate touching. Staff should under no circumstances change a child in a 1:1 situation. They should always be with another member of staff in the change space.
2. The need for privacy whilst being aware of the need to protect staff from allegations of inappropriate touching.
3. Consistency of approach with necessary information, routines and verbal prompts communicated to staff assisting.
4. Awareness of assistant's personal hygiene procedures to include the use of gloves, aprons, etc. and emphasise the importance of correct hand washing.
5. Awareness of general hygiene and disposal of waste procedures.
6. Ensure that females and boys who catheterise are cleaned 'front to back' to prevent the risk of infection.
7. Give sufficient time for the pupil to achieve, to be aware of expectations, and be familiar with the type and frequency of prompts.

8. Encourage as much independence as possible, using the progression of skills appropriate to individual need i.e.
  - Opportunity
  - Dependence
  - Co-operation
  - Participation
  - Supervised independent action
  - Independence
9. Agree upon the mix of male/female adult assistance with boy/girl pupils. It may not be appropriate for older boys to be assisted by female support staff.
10. Only use creams/lotions/wipes etc. with written permission of parents.
11. Secure written parental agreement to procedures for each child.

### **FEEDING AND EATING**

1. All procedures and routines to be kept up to date with information from parents and Health Care professionals.
2. Account to be taken of pupil likes and dislikes in addition to essential requirements.
3. Hygiene procedures to be adhered to. (NB it is not appropriate to use the same apron/overall to be worn when assisting with feeding and personal hygiene)
4. Emergency procedures to be known and understood if choking is a potential hazard.
5. The importance of social interaction with peers at snack/lunchtime should not be underestimated.

### **REVIEW OF PROCEDURES AND PROTOCOLS**

All pupils who require them will have individual bathroom, feeding and physical assistance regimes which will be reviewed on a regular basis i.e. at least termly and in response to any significant changes.

Green Fold pupils all have a comprehensive 'Health & Welfare' file containing all current documentation relating to individual health & welfare needs.

Cherry tree/St Germain. Information re: Intimate care programmes will be made available to all staff working with the individual child and a copy stored in their pupil file.

Where possible, advice from therapists and school nursing team should be sought.

October 2009