

# INTIMATE AND INVASIVE CARE POLICY

This policy is applicable to all students, staff and parents of The Wellington Academy

## DOCUMENT CONTROL

|                              |                          |
|------------------------------|--------------------------|
| <b>Responsible position:</b> | <b>Approved by:</b>      |
| SENCo                        | Headteacher              |
| <b>Version number:</b>       | <b>Date approved:</b>    |
| 3.0                          | September 2020           |
| <b>Review Period:</b>        | <b>Next review date:</b> |
| 3 years                      | September 2023           |

## RELATED POLICIES AND DOCUMENTS

| Policy Name                            | Date Issued    |
|--|----------------|
| Safeguarding & Child Protection Policy | September 2014 |
| First Aid Policy                       | September 2014 |
| Keeping children safe in education     | April 2014     |
| Working together to safeguard children | DfE 2013       |

## REVISION RECORD

| Date           | Version | Revision Description                                  |
|----------------|---------|---|
| September 2014 | 1.0     | Written in line with current legislation and policies |
|                |         |   |

## Introduction

**Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions,** body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing. Invasive care includes the dealing with nasal-gastric tubes, Mickey button, feed pumps and the insertion of suppositories as a means of giving regular or one off medication.

### Our aims

- 1.1 Our children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to pupils have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff within the Ascend Learning Trust (Trust) work in partnership with parents to provide continuity of care to pupils wherever possible.
- 1.2 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all pupils as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.3 The Trust is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. The Trust recognises that there is a need to treat all pupils with respect when intimate care is given. No student should be attended to in a way that causes distress or pain.

### Good practice

- 2.0 All students who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.1 Staff who provide intimate or invasive care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with pupils who need special arrangements following assessment by the child's General Practitioner, school doctor, physiotherapist/ occupational therapist as required.
- 2.2 Staff will be supported to adapt their practice in relation to the needs of individual students taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of students will not usually be involved with the delivery of sex education to their students as an additional safeguard.
- 2.3 There is careful communication with each student who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the student's needs and preferences. The student is aware of each procedure that is carried out and the reasons for it.
- 2.5 As a basic principle students will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each student to do as much for themselves as they can. This may mean, for example, giving the student responsibility for washing themselves.
- 2.6 Each student's privacy will be respected. Careful consideration will be given to each student to determine how many carers might need to be present when a student needs help with intimate care. Where possible one student will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- 2.7 Parents will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of students and parents will be carefully considered alongside any possible constraints; e.g.

staffing and equal opportunities legislation.

- 2.9 Each student will have an assigned senior member of staff to act as an advocate (this will not be the member of staff involved in the child's intimate care) to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.
- 2.10 Staff will be supported and informed regarding Covid-19 safe practice, inclusive of being provided with appropriate PPE equipment and procedures that mitigate risk to themselves and the young person. Covid-19 safe practice will be reflected in the individual care plans and risk assessments for that student.

### **The protection of children**

- 3.0 Wiltshire Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.
- 3.1 Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- 3.2 If a member of staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated lead person for child protection (Headteacher or named Governor). A clear record of the concern will be completed and referred to social services and/or the Police if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm.
- 3.3 If a student becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into, outcomes recorded, and the results of any investigation shared with the child and the parent / carers.

Parents will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the student's needs remain paramount. Further advice will be taken from outside agencies if necessary.

- 3.4 If a child makes an allegation against a member of staff, all necessary procedures will be followed and the Headteacher must be informed. If the allegation is about the Headteacher, then the Chair of the Local Governing Body should be informed instead.

### **MONITORING & REVIEW**

This document will be reviewed annually by the Board of Directors and will be monitored via six monthly internal reviews with the safeguarding team. The Trust's policies and procedures will also be subject to an external audit by the local authority on an annual basis.

The Board of Directors will delegate responsibility to the Headteacher and the appointment of the designated leads for internal safeguarding and child protection.

Key Staff Posts for Reference

See staff and governance information published on the Trust's website for post-holder details:

Chair of Directors

Headteacher

Academy Headteacher(s) Designated Senior Person for Safeguarding and Child Protection – Deputy Head - Students / Pastoral

Director of Boarding  
Local Governing Body Chair of Governors  
Nominated Governor(s) for Safeguarding and Child Protection  
Clerk to Board and Committee Members