



**HIGHFIELD LITTLEPORT ACADEMY**  
*An Active Learning Trust School*



**HIGHFIELD ELY ACADEMY**  
*An Active Learning Trust School*

LINC 19-25

# HIGHFIELD ACADEMIES

## INTIMATE CARE POLICY

THIS POLICY WAS APPROVED:	SUMMER 2021
THIS POLICY WILL BE REVIEWED:	SUMMER 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SIMON BAINBRIDGE

This policy incorporates recommendations, guidelines and principles contained in Cambridgeshire County Council's Model Policy for Intimate Care.

**It is in two parts:**

1. Introduction, what is Intimate Care? The guiding principles of the Counties Model Policy.
2. Best practise and the safeguarding of children as outlined in the model policy and adopted at Highfield Academies and LINC.

**Part 1. Introduction:**

Intimate care is deemed to be any personal care that a young person could normally carry out for themselves. This policy follows the three guiding principles outlined in the model policy as detailed below and which should be evident whenever intimate care involving any child or adult learner is considered.

**1<sup>ST</sup> Principle:** The exchange between all those involved in any intimate care procedures must be one of mutual respect.

**2<sup>ND</sup> Principle:** Every plan supporting intimate care must demonstrate how the child or adult learner can be enabled to develop the autonomy.

**3<sup>RD</sup> Principle:** The number of adults engaged in the care should only reflect the minimum needed to perform the task safely and respectfully. Each situation should reflect both the safety and vulnerability of the child or adult learner and staff.

Highfield Academies and LINC 19 -25 are committed to ensuring that all staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. It is recognised that there is a need to treat all child or adult learner with respect when intimate care is given. No child or adult learner should be attended to in a way that causes distress, embarrassment or pain.

**Part 2. Best practise and safeguarding as adopted by Highfield:**

**Best practise:**

The management of all child or adult learner with intimate care needs will be carefully planned and should be a positive experience for all involved. The child or adult learner who requires intimate care will be treated with respect at all times, the child's welfare and dignity is of paramount importance.

Staff who provide this care are trained to do so (including Safeguarding and Child protection and Moving and Handling trained) and are fully aware of best practise. Suitable equipment and facilities will be provided to assist with children/adults who need special arrangements following assessment from physiotherapist/occupational therapist. Staff will be supported to

adapt their practise in relation to the needs of individual child or adult learner taking into account development changes such as puberty and menstruation. Whenever possible staff who are involved in the intimate care of children/adult learners will not be involved with the delivery of sex and relationship education to the children/adult learners in their care as an additional safeguard to both staff and children involved.

If staff are involved care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity. Staff responsible for the planning and delivery of SRE at Highfield are expected to note the above.

The child or adult learner will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will ensure each child or adult learner does as much for him/herself as he/she can. This may mean, for example giving the child responsibility for washing themselves. Individual intimate plans will be drawn up as appropriate and shared and agreed by the child or adult learner and their parents/carers.

Each child or adult learner's right to privacy will be respected. The counties model policy states that careful consideration will be given to each situation to determine how many carers need to be present when the child or adult learner is toileted and that where possible one child will be catered for by one adult unless there is sound reason for having more adults present. In this case the reasons should be clearly documented and reassessed regularly. At Highfield it is considered desirable and advisable in terms of safety and safeguarding that two staff should always be present in these circumstances. Whenever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence, for example female staff supporting boys when there is no male staff.

Many children at Highfield have care plans to meet their individual needs, for example, those drawn up by a Physio or occupational therapist, which may incorporate plans for moving and handling. Intimate care arrangements will be discussed where necessary and appropriate with involved professionals and parents/carers. Any issues or amendments arising will be recorded. The needs and wishes of child or adult learner will be taken into account whenever possible within the constraints of staffing and equal opportunities legislation.

### **Safeguarding Children:**

Cambridgeshire LSCB Inter-agency Procedures will be adhered to alongside the school's policy and procedures. All child or adult learner will be taught personal safety skills commensurate with their age, ability and understanding. These skills will be shared with parents/carers to enable them to be consolidated within the home/community. If a member of staff has any concerns about physical or behavioural changes in a child or adult learner's presentation, e.g. marks, bruises, soreness or a reluctance to go to certain places/people etc. s/he will immediately pass their concerns to the designated person for child protection in the school. If a child or adult learner is displaying inappropriate sexual behaviour, advice should be sought from an appropriate source (e.g. a designated person for child protection, school nurse, social care, Education Child Protection Service, Cambridge Sexual Behaviour Service). If a child 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/carers 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 child or adult learner's needs remain paramount. Further advice, following the Inter-agency Procedures will be taken from outside agencies as necessary, If a child makes an allegation against a member of staff the procedures, Allegation Against Staff, in the Inter-Agency Procedures will be followed.

### **Changing:**

Two members of staff should always be present when changing a child or adult learner. Changing of nappies, clothing and for some girls, sanitary towels, (external only) takes place in the designated areas of the school. These are the Nursery/key stage one toilets , the girls or boys toilets and changing rooms where there are changing beds, disposal facilities, wash basins etc. The standards of hygiene and cleanliness are kept very high to ensure safety to both staff and students. Disposable gloves are to be worn and renewed for each change. Disposable aprons are to be worn and are then discarded after dealing with each individual child. The dignity and privacy of the child is of utmost importance. Changing takes place with the child standing if possible, if not or if the child is dirty then s/he may be laid onto the changing bed. Special cleanser and wipes are to be used and disposed of in bags then placed into the yellow clinical waste bins provided in changing rooms. Slide sheets are available for use.

### **Bathing/showering/water-play:**

Safety is the utmost consideration when engaging in any water activity. Constant attention and supervision are essential for the duration of the activity.

### **Swimming:**

Advice would suggest that it is more appropriate for adults working with pupils in any pool to wear a T-shirt over their swimming costume.

### **Supervision:**

Supervision is the responsibility of the class teacher. Pupils should never be left unsupervised, either directly or at a safe distance. Good standards of behaviour are maintained at all times fostering a safe, stable and calm environment.

### **Control and restraint:**

Verbal control is used by all staff, varying pitch and force of command or requests and using language appropriate to the pupil's comprehension. Physical restraint is only used when a pupil is in danger of injuring themselves, others, property, or perhaps behaving aggressively or excitedly. Staff must remain calm and professional at all times. The strategies used by Steps and / or Team Teach must be applied during any restraint. All appropriate recordings of restraint must be completed in the Restraint book located in each Head of School's office as soon as possible following the incident.