



Shaftesbury Primary School

INTIMATE CARE AND REASONABLE PHYSICAL CONTACT POLICY

Safeguarding Statement

At Shaftesbury Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Shaftesbury Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.



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1. Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure, (e.g. the administration of rectal diazepam).

The issue of intimate care is a sensitive one and will require staff to be respectful of the pupil's needs. The pupil's dignity should always be preserved with a high level of privacy, choice and control. There should always be a high awareness of possible safeguarding and child protection issues. As such, staff behaviour must be open to scrutiny and staff must work in partnership with parents, guardians and where appropriate, health professionals, to provide continuity of care to children wherever possible. The following document is based on best practice in school settings.

Shaftesbury Primary School is 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 there is a need to treat all pupils with respect especially when intimate care is given. No pupil should be attended to in a way that causes distress or pain.

The management of all pupils with intimate care needs will be carefully planned. The pupil's welfare and dignity are of paramount importance.

Staff who provide intimate care will be trained to do so (including Safeguarding, Child Protection and Health and Safety training in moving and handling) and be fully aware of best practise. Where an assessment made by a physiotherapist/occupational therapist determines special apparatus should be used to assist such care, this will be accommodated. Staff will be supported to adapt their practise in relation to the needs of individual children considering developmental changes.

Each pupil will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each pupil to do as much for his/herself as he/she can. This may mean, for example, giving the pupil responsibility for washing themselves.

Where appropriate Individual intimate care plans will be drawn up for each individual pupil where appropriate to suit their individual circumstances. These will be set by SENCO.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers might need to be present when a pupil is toileted, at least two persons will be present at all times.

Wherever possible, one pupil will be catered for by two adults unless there is a sound rationale for having more adults present. If this is the case, the reasons will be clearly documented.

2. The Protection of Children

Shaftesbury Primary School safeguarding procedures and London Borough of Newham procedures will be adhered to at all times. All pupils will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated named persons for child protection. DSL/CP leads for whole school are Ms Hussain, Ms

Strutt, MS Begum, Mr Turner, Mr Everard and Mr Hadlow . If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. If a pupil makes an allegation against a member of staff, all necessary safeguarding and child protection procedures and protocols will be followed. Parents/guardians will be contacted and informed as part of this process in order to reach a resolution. Where appropriate, staffing schedules deemed will be altered until the issue(s) are resolved. During this time, the child's needs remain of paramount importance. School will seek further specialist advice from outside agencies where necessary to maximize best outcomes for the child.

3. Additional Guidance

3.1 Health and Safety

When attending to the intimate care of pupils, staff should be aware of the school's Health and Safety policy. Staff should always wear an apron and gloves when dealing with a pupil who has soiled. Any soiled waste (urinary or faecal) should be placed in a yellow clinical waste disposal bag, which will be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied regularly and it will be collected as part of the usual refuse collection service.

3.2 Special/complex health needs

Pupils with special/complex health needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each pupil. As with all arrangements for intimate care needs, agreements between the pupil, those with parental responsibility and the school should be easily understood and clearly recorded.

Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought (with advocacy arrangements in place for those who require assistance) in regular reviews of these intimate care arrangements.

Physical carrying of younger children should only be done as a last resort when moving around the building. If necessary please call for an additional adult who can assist.

Safer handling techniques should be used for older children and always by two adults. No carrying at all for older children.

See for appropriate touch:

Sensory touch- vocalisations that are cheek to cheek for voice vibration, self-regulation and face stroking/touching is acceptable and appropriate for severely Autistic pupils. Hugs and cuddles are appropriate for comfort when needed. All pupils including those with severe needs have the right to feel safe and included at school. Non-verbal pupils are often only able to receive this reassurance and comfort through physical touch. This should always be in the presence of another adult.

Intensive interaction is recommended with Autistic pupils. Please see SENCO for how to use this and for advice.

Any kissing should be avoided altogether.

Use of the Sensory/Inclusion rooms adults should always partner with another adult and child. This is to safeguard all parties and to ensure assistance is on hand at all times.

Any physical contact should always be documented and shared with the class teacher and parent on a daily basis.

Basic physical and safer handling techniques are to be disseminated by the SENCO as and when necessary. Key for new members of staff.

Changing a nappy

Ensure to give clear prompts in an appropriate way to allow the pupil to anticipate and prepare for changing of a nappy.

If possible, encourage the pupil to do as much as possible for themselves. In the event the child is unable please make sure you talk through what you are doing.

When appropriate, always ask the child's permission to carry out the task. Do not force the child to take part if they do not want to. In a soiling emergency parents can be called if child refuses to comply.

Use the hygiene room or disabled toilet ensuring dignity and privacy is upheld.

PLEASE NOTE: Intimate care and changing is always to be carried out with two adults' present, this gives safe guarding for all and assistance when needed.

3.3 Physical Contact

Staff at Shaftesbury Nursery can form close bonds through the nature of their work with children. Children often need contact with familiar, consistent carers to ensure they can grow confidently, feeling self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance. Intimate care routines throughout the day are essential to children's basic needs. This area can provide challenges to settings as in discussions around physical contact and the implications of child protection have arisen. Some early years practitioners now believe that they must limit physical contact even with very young children.

At Shaftesbury Nursery, we believe friendly physical contact is central to warm, personal relationships and to the good quality care of young children. Good quality practice in early years encompasses a full understanding of child protection. However, early years practitioners are also responsible for promoting the development of young children, based on secure attachment and emotional security. The behaviour of all practitioners needs to support children as they grow as individuals and learn to value themselves.

Acceptable Comforting

- If a child requires comforting (following an accident, or on parents' departure from playgroup) and if in the short-term cuddles will help, these will be given.
- Occasionally, when separating a child from a parent /carer it is necessary to physically remove/transfer the child to a member of staff, with adult's consent.

- Sitting a child on an adult's knee is often ways of giving comfort or calming a child, this will be done on the child's request or with their consent.
- Occasionally, there is no alternative to picking a child up but for Health & Safety reasons this is a 'last resort'.

Please note: there are some activities which are often instigated by the children themselves, which we will explain are not appropriate. This includes any form of kissing on cheek, forehead or lips.

Staff should be aware that even well-intentioned physical contact might be misconstrued directly by the pupil, an observer or by anyone the action is described to. Staff must therefore always make considered judgements when executing their duties, be prepared to justify actions and accept that all physical contact will be open to scrutiny.

Any physical contact with an individual pupil is likely to be open to question unless the justification for this is formally agreed by the pupil, the school and those with parental responsibility.

Children with complex health and/or special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each pupil. The arrangements must be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny. Consultation with colleagues and, where possible, parents/guardians will take place where any deviation from the agreed arrangements is anticipated. Any deviation and the justification for it will be fully documented and reported.

Please note: Extra caution is required by staff where it is known a pupil has previously suffered abuse or neglect. In this case the pupil may view physical contact to be associated with such previous experiences and may result in staff being more vulnerable to allegations of abuse. Additionally, many such children may present as extremely needy and actively seek out inappropriate physical contact. In such circumstances staff should deter the pupil, minimising any negative experience. In such cases ensuring supervision will help to protect staff from possible allegations.

Duty of care

All staff have a duty of care towards the children in their setting. When children are in danger of hurting themselves, others or of causing significant damage to property, staff have a responsibility to intervene. In most cases this involves an attempt to divert the child to another activity or a simple instruction to "stop!" However, if it is judged as necessary, staff may use restrictive physical intervention.

3.4 Restraint

There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on either themselves, others or property. In such cases trained staff should use the minimum force necessary for the minimum length of time required for the pupil to regain self-control using accredited training techniques. In all cases of restraint each incident must be documented and reported. Staff must be fully aware of and adhere to all school's policies on the use of force to control or

restrain and positive handling. All incidents have to be recorded in the Black book in the Head Teacher's office.

Under no circumstances is it permissible to use physical force as a form of punishment, to modify behaviour, or to make a pupil comply with an instruction. Physical force of this nature is unacceptable and is likely to, constitute a criminal offence.

3.5 Pupil in distress

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and is not subject to misinterpretation.

Judgement will need to take account of the circumstances of a pupil's distress, the extent and cause of the distress. Unless the pupil needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the pupil's relative, school's pastoral support staff or, if available, a counsellor. To minimize the risk of misinterpretation/allegation, particular care must be taken in instances which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice, from Geoff Hadlow (Head Teacher) and / or the designated named persons in school. The named persons are:

- Geoff Hadlow
- Ms Hussain
- Ms Strutt
- Mr Turner
- SENCO – Ms Foster

3.6 First Aid and intimate care

Staff who administer first aid should ensure that another adult or other pupil are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and must be made aware of the task being undertaken. Regular requirements of an intimate nature should be planned for. For conditions known to school, administered first aid procedures should be in line with agreed care plans.

3.7 Changing clothes

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering changing rooms, avoid remaining in changing rooms unless the pupil's needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising pupils in a state of undress, another member of staff is always present.

3.8 Out of school trips, clubs, etc

Employees should take particular care when supervising and providing intimate care for pupils in the less formal atmosphere of a residential setting, off site visit or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff and volunteers involved in such activities should be familiar with all relevant school policies and all London Borough of Newham guidance regarding out of school activities. To ensure pupil's safety, increased vigilance may be required when monitoring their behaviour on field trips, residential etc. It is important to exercise caution to ensure a pupil is not compromised or that the member of staff does not attract allegations of overly intrusive or abusive behaviour.



I agree to support the Intimate Care and Reasonable Physical contact Policy of Shaftesbury Primary School

Signature of Parent/Carer

Print name.....

Date

Signature of School Representative

Print name.....

Position.....

Date