



## **RADLETT LODGE SCHOOL LOCAL PROCEDURE FOR:**

### **INTIMATE CARE GUIDANCE**

#### **Guidance Aims**

This document is designed to protect young people from abuse, provide guidelines for good practice and to ensure both staff and pupils are clear about the rights of young people.

It is also aimed at protecting staff from feeling vulnerable and to help them feel secure that their actions are not misinterpreted.

#### **Philosophy**

All young people have a right to be safe, protected and cared for. The United Nations Convention on the Rights of the Child (1989) recognises the fundamental human rights for dignity of all young people and the urgency of ensuring their well-being and development.

At Radlett Lodge School, intimate care skills, e.g. toileting, bathing, dressing, etc. are taught as part of the curriculum. The teaching of intimate care is essential to enable the child to achieve independence.

All new staff follow an induction programme which includes safeguarding training. New staff will not initially be involved in intimate care with any pupil. Before taking responsibility for intimate care, the new member of staff will discuss the safeguarding procedure and policy with their line manager and will have a discussion around the individual care needs of each young person.

New staff will shadow an experienced member of staff assisting the individual pupil with their intimate care. Agency staff will be expected to follow the same procedure as permanent staff. New staff will be required to shadow an appropriate number of young people dependant on pupils support needs and class size.

Staff log the dates of observation on their intimate care form. If the staff member is confident, they will then support the same child while being observed by another experienced staff member who can ensure the safety of both the young person and the newer member of staff. Once this process is complete, the staff member can then be signed off as competent to support any young person in the school.

It is acknowledged that apart from parents the teaching staff at school have day-to-day contact with the young people and therefore are in a position to observe outward signs of abuse and to recognise developmental delays and changes in behaviour. For the safety of the young people to be maintained at all times, staff must act on any

concerns they have (no matter how small they may seem) report them immediately to the Designated Safeguarding Lead or a Deputy or if they are unavailable, and complete the concern on CPOMS (Safeguarding Policy).

Parents are to be informed (by an appropriate member of staff) via phone of any injuries or marks to their child along with an explanation of events that led to the injury. All incident and accident information is to be logged via CPOMS/accident form at the earliest opportunity.

When possible, the child should always receive help from someone of the same sex. Female pupils will ALWAYS receive help with intimate care from a female staff member. Whenever possible, boys should be offered the option of a male carer. However, given the high ratio of female staff to male staff and the high ratio of boys to girls, it is often not possible and by necessity female staff must care for male pupils. Should a male pupil request a male support assistant, or if staff feel it is more appropriate, this will be respected. Pupils can also have the option of asking for two members of staff to be present.

Whilst staff are enabling young people to carry out intimate care, they may be placed in potentially vulnerable situations, e.g. alone in a toilet with a child. Staff may also feel vulnerable to allegations of abuse when alone and supporting a young person with intimate care. If, for any reason staff feel uncomfortable about being alone during intimate care, this must be discussed with their Line Manager so further support can be put in place.

All staff need to be aware of how their actions during intimate care affect the child. Consideration should be given to how we would feel if someone was with you during all aspects of intimate care. Young people have the right to make choices. Each child should be involved as much as possible in all aspects of their intimate care and support plans followed at all times to ensure the best experiences for all involved.

See also:

- Safeguarding Policy
- Relationships and Sex Education Policy
- Codes of Conduct – Working with People we Support Policy
- Confidentiality Policy