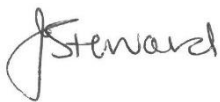





## CARE POLICY

<b>Formally adopted by the Governing Body of Sheringham Community Primary &amp; Nursery School</b>	
On	1 <sup>st</sup> September 2019
Chair of Governors	
Head Teacher	
Last updated	22 <sup>nd</sup> July 2019
Review	22 <sup>nd</sup> July 2020

***Be all that you can be...***



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## **1. Definition**

The term intimate care in this policy can be defined as any care which involves, touching or carrying out an invasive procedure that most children do for themselves, but which some of our children are unable to do.

## **2. The reasons for intimate care procedures are;**

- To assist with or to provide all personal hygiene routines

## **3. The reasons for the use of touch in our work are;**

- To convey meaning, for total communication
- To provide comfort and reassurance
- To aid nutrition and administer either routine or emergency medication
- To redirect a child or young person to a safe place
- To assist in physical movement or aid mobility
- To carry out certain therapeutic procedures using professional guidance or programmes

## **4. Our approach to best practice**

- At Sheringham Community Primary School & Nursery we are committed to ensuring all staff undertake intimate care routines in a professional manner at all times; adults will only touch children in ways which are appropriate to their agreed role or responsibilities.
- The school is responsible for safeguarding all the children in its care
- All our staff have received training to recognise the signs and symptoms of potential abuse and know the correct procedures to follow for safeguarding concerns
- All staff who will be in direct contact with our children have been DBS checked
- Respect and dignity will be the key features of any personal care routines
- No child will be attended to in a way which causes distress, embarrassment or pain
- The school will work in close partnership with parents and carers to share information and provide continuity of care
- We will touch appropriately to help children to communicate, play, become independent, be safe, feel protected and secure
- We recognise that some of our children are very sensitive to touch and respect their wishes accordingly
- If a child is unsafe or showing extreme behaviour we will use positive handling following the information on support and intervention plans (by staff trained in Norfolk Steps)
- The child will be informed by their preferred method of communication before any intimate care routines take place and throughout the procedure
- Throughout all personal care routines, children will be encouraged to be as independent as possible

- Parents will be asked to sign a permission form on entry to school explaining our use of touch and approaches to intimate care routines. This form will be reviewed annually
- We will ensure privacy is offered by use of our medical room and the use of screens in more public changing spaces.
- We allocate staff to care routines according to ability, suitability and child need; not as a direct result of their gender. If however, a specific request is made for a male or female carer we will endeavour to support this
- Staff are protected by adhering to this policy and more practically by the availability of protective clothing, gloves and disposal systems
- A care plan will be agreed by the parents/carers and reviewed annually

## **5. Roles and Responsibilities of Headteacher**

The Headteacher will ensure all stakeholders are aware of the policy. The policy will be updated every 3 years.

## **6. The governing body will ensure that:**

The governing body will ensure that Sheringham Community Primary School & Nursery complies with the policy.

To be read in conjunction with:

Moving and handling plan  
Behaviour & Discipline Policy  
Safeguarding  
Health, Safety & Welfare Policy  
Touch Policy  
Inclusion Policy

## Appendix 1 – Intimate Care Permission Form for new pupils

Dear Parent/Carer

At Sheringham Community Primary School & Nursery we may need to give physical contact to your child for a variety of reasons. This could be:

- To convey meaning
- To assist with or provide all personal hygiene routines
- To provide comfort and reassurance
- To aid nutrition and administer either routine or emergency medication
- To redirect a child to a safe place, both environmentally and emotionally
- To assist in physical movement or aid mobility
- To carry out certain therapeutic procedures using professional guidance or programmes for example exercises as directed by a physiotherapist.

Therefore we would like to ask for your permission to carry out these duties

In completing this permission form, you are consenting to the following:

- I/We give permission for Sheringham Community Primary School & Nursery to provide personal care to my child (named below).
- I/We understand that there are occasions in which my child may be given physical contact to aid them and ensure their safety and well being
- I/We will advise Sheringham Community Primary School & Nursery of anything that may affect issues of personal care (if medication is changed or my child has an infection for example).
- I/We understand the procedures that will be carried out and will contact Sheringham Community Primary School & Nursery immediately if there are any concerns or queries.

If you require any more information please contact the school. The school's care policy is available upon request.

Many thanks.

Jo Tweedale  
SENCo

Pupil Name ..... Date .....

Parent/Carer name(s) .....

Signature .....

Print Name .....

Relationship to pupil .....