



**INTIMATE CARE & PHYSICAL
CONTACT POLICY**

HEATON SCHOOL

2017-18

TO BE REVIEWED SEPTEMBER 2018

Heaton School Policy Record

School Accessibility Policy Agreed at:

T& L Committee 7.11.2017

Signed and Approved by:

Headteacher ----- (Signature)

----- (Name)

----- (Date)

Chair of Committee----- (Signature)

----- (Name)

----- (Date)

To Be Reviewed: September 2018

Designated person: J Curtis, Acting Headteacher

Heaton School Policy for Intimate Care and Physical Contact.

Physical contact constitutes a necessary and integral part of the education of pupils at Heaton School, in all situations where physical contact is required and appropriate the student's dignity must be uppermost in staff member's thoughts and planning process.

It may be used to facilitate growth or to meet needs within the following areas:

- Emotional development
- Educational development
- Physical development
- Personal/social development
- Behavioural development
- Personal care
- Physical support to access the curriculum

Physical support to engage appropriately in speech therapy, occupational therapy, swimming, physiotherapy, swimming, peer massage and support.

Support may involve gentle physical prompting to ensure curriculum/environmental access. For pupils with behavioural difficulties, touch may be required to prevent personal injury, injury to others, or damage to the environment.

Adults in school use the following types of acceptable physical contact:

- Moving pupil's head to gain eye contact, or to ensure that a pupil is able to listen.
- Physical prompting.
- A small hug for comfort and reassurance when a pupil is distressed.
- Co-active feeding.
- Oral skills (for example teeth cleaning) as part of PSHE.
- Removing objects from a pupil's mouth.
- Choking – removal of an obstruction or putting pupil in head- down position over knee, and
- Wiping or cleaning a pupil when they have finished (or during) a meal.
- During Personal Care
- Guiding students when walking.
- Physical intervention in line with the policy.

Swimming

- Changing pupils.
- Safety and support in the water – holding/supporting a pupil when entering the pool, and to maintain a safe body position.
- Teaching techniques in the pool – may involve splashing water at pupils, or holding to support them above the water.

In P.E. and on outside equipment

- Co-active support to access equipment.
- Saving pupil from falling.
- Holding a pupil on moving and static apparatus.

Personal care

Staff to student ratio – The individuals Care Plan and Manual Handling guidance should be used. Any student who requires 2:1 staffing for personal care MUST have this ratio maintained in all instances.

- Wiping noses
- Supporting students in bathrooms
- Washing faces
- Assisting dressing for Swimming / PE / other activities
- Applying sun tan lotion.
- Assisting with administering medication as directed by school nursing service and Head Teacher

Strapping children into vehicles.

Physical restraint – only in line with the behaviour policy.

Heaton 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. Our policy for intimate care aims to provide guidance and reassurance to staff. It safeguards the rights and wellbeing of pupils, and assures parents/ carers that all staff are knowledgeable about intimate care. Staff who provide intimate care are taught to be aware of best practice, and the need to comply with school policies including:

- Child Protection
- Health and Safety
- Health care plans, risk assessments and medical details.

Staff will have regard to confidentiality of this information. Sensitive information about a child will only be shared with those who need to know.

Staff have responsibility for effective organization of hygiene resources in care rooms. Staff always wear protective gloves and aprons during intimate care routines, and clean changing beds after use. Pupils provide their own intimate care hygienic materials.

Apparatus may need to be provided for pupils who need special arrangements following assessment from a physiotherapist/ occupational therapist as required.

Staff will be responsive to any apprehensions, discomfort or disapproval shown by a pupil.

Photographs, symbols and words will be used as a communication tool with pupils who require this additional support.

Staff will work in partnership with parents to ensure consistency of approach. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Provision may be amended in the light of individual needs, but we promote each person's right to equality of opportunity in all aspects of school life, including the provision of intimate care.

Staff will be supported and encouraged to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty and menstruation. The child will be supported to achieve the highest level of autonomy possible, given their age and abilities.

Matters concerning intimate care recorded in the home/ school communication diary will be done so in an appropriate way. If more detailed information is required this should be communicated through a letter, personal contact or a telephone call between a staff member and parent/ carer.

There will be a high awareness of child protection issues where intimate care is provided. Heaton School follow the procedures set out by Stockport's Safeguarding Children's Board, and take account of guidance issued by the document ' Keeping children safe in Schools' March 2015 and DfES 'Safeguarding Children in Education.' All staff are trained in Child Protection awareness, and this training is regularly updated. If a member of staff has any concerns about physical changes in a child's presentation, (for example marks, bruises, soreness) she/he will immediately report concerns to the designated person for child protection.

Checklist for use of physical contact in work with people who have SEND and or learning difficulties:

1. Know why you do it
2. Have consent from the person/parent
3. Be prepared to discuss and explain your practices
4. Document – acknowledge it in planning, the curriculum and in policy
5. Document – use care plans, IEPs to explain usage
6. Work as a team with your colleagues and the person involved
7. Use of physical contact should be openly discussed
8. Have others present where practically possible

I've had a look at the policy and the only thoughts I have that it doesn't mention anywhere about how many members of staff should be present when very intimate care is happening or am I being naive and does nappy changing happen with just one member of staff present .

My only other point is the word dignity isn't used in it at all and I think that it is important to include it somewhere . Otherwise it seems very comprehensive regards Angela Sent from my iPad