

*St Margaret Clitherow Catholic
Voluntary Primary and Nursery Academy*



*Intimate Care
Policy*

St Margaret Clitherow Catholic Academy

Intimate Care Policy



Mission Statement

St Margaret Clitherow School is a community concerned with the growth and development of the whole person. In that community great importance is attached to every individual. The foundation of all that school does is the person of Christ, who is at the centre of the community. Our aim is to encourage individuals to grow to Christian maturity through the opportunities we provide.

'Love one another as I have loved you.'

We believe intimate care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We treat every child as an individual treating them gently and sensitively as possible.

Aims

- To safeguard the rights of children.
- To safeguard school personnel trained in intimate care procedures.

Procedure

Role of the Governing Body

The Governing Body has:

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- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure school personnel who provide intimate care are suitably trained to do so;
- ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel with Responsibilities for Intimate Care

School personnel will:

- receive training in Child Protection, First Aid, intimate care procedures, and Health and Safety training in moving and handling;
- be professional in their duties at all times;
- be respectful of a child's needs;
- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;
- make sure practice in intimate care is consistent;
- be aware of their own limitations;
- promote positive self-esteem and body image;
- work in partnership with parents/carers;

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- report any concerns they have about a child;
- report any concerns they have about a colleague's intimate care practice;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy
- advise the school of any known intimate care needs relating to their child;
- be involved with their child's intimate care arrangements on a regular basis

Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professionals suitably trained and assessed to be competent to undertake procedures in intimate care

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

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We understand that manual handling is the movement of a load (inanimate objects as well as pupils) by means of bodily force which includes lifting, supporting, carrying, putting down, pushing and pulling.

We have a duty under the Manual Handling Regulations 1992 to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by school personnel.

We will look at ways such as lifting aids and ergonomic design of the workplace to eliminate manual handling operations altogether. But if this is not possible then we must reduce risk to employees by undertaking a Risk Assessment of Manual Handling Operations at Work

Aims

- To reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by school personnel.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- undertake the Risk Assessments;
- attend Risk Assessment training;
- make staff safety representatives aware of the Risk Assessments;
- make school personnel aware of the Risk Assessments;
- provide adequate information and training to staff carrying out manual handling;
- provide manual handling procedures for school personnel;

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- make special arrangements for any member of the school personnel suffering from health conditions that may be affected by undertaking manual handling
- investigate any injuries or incidents relating to manual handling activities;
- take the necessary action to prevent further injuries;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
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Role of School Personnel

School personnel:

- will comply with all aspects of this policy
- are responsible for the health and safety of themselves and the health and safety of others with whom they work;
- must follow the guidance and procedures provided;
- must undertake manual handling training;
- must report all accidents or incidents;
- must report if the manual handling assessment requires revision;
- must report any injury or health problem that affects their ability to carry out the procedures;
- must use equipment that has been provided;
- will not wear clothing or jewelry that may affect the manual handling procedures;

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Risk Assessments

Risk assessments will be undertaken for those tasks which:

- cannot be avoided;
- cannot be mechanized or automated;
- pose a foreseeable risk of injury

The following will also be considered:

- The task
- The load
- The person/s
- The working environment

On completion of risk assessments control measures will be put into place and monitored.

Role of Parents/Carers

Parents/carers will be aware of and comply with this policy.

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