

Physical Contact and Personal Care Policy

This policy supports, promotes and reflects the school's vision, aims and ethos and is non statutory. It is complementary to the school's Behaviour Management Policy and the LEA's Care and Control policy.

Equal opportunities

The school's equal opportunities policy and racial equality policy apply to this policy.

Physical contact is fundamental to our pupil's development it is therefore an essential and integral part of the education of pupils at Old hall school. It may be used to facilitate growth or, to meet needs, within the following areas:

- Emotional development
- Educational development on and off site
- Physical development
- Communication: e.g. Makaton, Picture Exchange, Intensive Interaction
- Personal/social development
- Behavioural development
- Personal and intimate care
- Physical support to access the curriculum
- Physical support to engage appropriately in speech therapy, occupational therapy, hydrotherapy, physiotherapy, massage, music and movement sessions.

Support may range from gentle prompting to total physically assisted positioning and co-actively facilitated movement.

Support may involve the restraint of involuntary movements to stabilise a pupil's body position or for curriculum/environmental access.

Some pupils require intimate care for their health, comfort or dignity.

Challenging Behaviours

For pupils who present challenging behaviours, touch may be required to guide, distract, prevent personal injury, injury to others or damage to the environment. (See Behaviour Management policy).

Procedures

It is acceptable for adults in school to use touch in the following situations:

- Moving pupil's head to gain eye contact or to ensure that a pupil is able to listen.
- Physical prompting to access the curriculum or support communication.
- During physical management programmes.
- Within Intensive Interaction sessions.
- Cuddles, hugs, sitting on adult laps, hand shakes as a reward or a greeting or for comfort and reassurance when a pupil is distressed. (We always consider age and gender appropriateness).
- Total feeding - when a pupil is unable to feed him/herself.
- Co-active feeding.
- Teeth cleaning.
- Removing objects from a pupil's mouth.
- Choking - putting in head - down position over knee and firmly slapping on back.
- Restraining a pupil's limbs where there is involuntary movement or self injury.
- Using massage.

- Swimming - changing pupils (from minimal support to total support). 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 physical contact.
- Use "caring C" hold or other Team Teach approved holds. The least restrictive hold is always used.
- Physical support for transitioning with wheelchairs, fastening pupils in wheelchairs.
- In PE - co-active support to access equipment and the curriculum.
- Playtimes - supporting pupils to play and access equipment.
- Personal care - wiping noses, washing faces, hands etc.
- Strapping pupils into vehicles.
- Administration of drugs, dental inspections.
- Physical restraint - in line with the Behaviour Policy.
- Aiding walking.
- In any other circumstance where touch is necessary to help the pupil.

Intimate Care

Child Protection:

The normal process of changing a pad (nappy) should not raise child protection issues. CRB checks are rigorous and are carried out to ensure the safety of children with staff employed at O School.

Section 18 in the Government guidance "Safe Practice in Education" states that: ".....staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken".

Custom and practice in County Special schools is, and has been for many years that one member of staff will change a child.

Members of staff should never put themselves in situations that might give rise to accusations of assault or abuse.

Intimate care means:

- Dressing/undressing/changing pads/pulling pants and trousers or skirt up or down.
- Support on the toilet - this may involve holding a pupil to support them whilst they are on the toilet.
- Genital/anal contact - wiping, washing, application of creams.
- Wiping faces, hands, removing food, toys, objects from laps.
- Putting on groin straps, waist and chest straps.

At O School one member of staff can change a pupil unless:

- A pupil's behaviour warrants two adults - this is recorded on a Behaviour programme or within manual handling risk assessment.
- A pupil's medical condition requires two adults to be present.
- There is a known risk of false allegations by a child.
- A pupil's size makes it necessary for more than one person to be involved - this is recorded on a manual handling risk assessment.

At O School staff follow procedures below when changing a pupil:

- Gloves and aprons are always worn.
- School's minimum handling policy is followed.
- Following risk assessment each pupil is lifted in a way appropriate to them. Only trained staff can assume

responsibility for hoisting children.

- A male should only ever be involved with changing a female pupil when absolutely necessary and when assisting a female. (The majority of staff are female). A male should not change a female alone.
- Female staff can be involved in the intimate care of male pupils. Where possible male staff should deal with male pupils.
- A student on work placement or a casual supply staff can assist a member of staff with intimate care procedures, but should not change pupils alone - all such persons have CRB checks. If a supply staff remains working in school for some time then, when school staff feel that he /she is sufficiently established and knows the pupils they may assume responsibilities as any regular member of staff. A school aged person on work placement does not assist with toileting.
- A student on work placement or a casual supply staff can assist (not lead) hoisting with a *trained* member of staff.

Roles and Responsibilities

The head teacher will ensure that all staff are aware of this policy.

All staff will:

- Support each other appropriately through teamwork.
- Where possible negotiate touch with the pupil and give explanations.
- Show dignity and respect to pupils at all times.
- Treat every contact as an educational opportunity
- Never leave a pupil unattended.

All pupils are expected to:

- Tolerate and co-operate, at their individual level, with appropriate physical contact.

- Participate in drawing up their own personal *care plans*, where possible.

Partnership Working.

In some circumstances it may be appropriate for the school to set up home/school agreements that defines the responsibilities that each partner has. This might include:

- Agreeing to change the child at the latest possible time before coming to school.
- Providing changes of clothing.
- Agreeing to inform school should the child have any marks/rash.
- Agreeing to review arrangements should this be necessary.

The Governing Body will:

- Monitor and review this policy annually.