



The Federation of Spixworth Schools

Intimate Care Policy

Agreed by Governing Body: Autumn 2021

To be reviewed: Autumn 2023

Group Responsible: Headteacher

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Statement of intent

The Federation of Spixworth Schools takes the health and wellbeing of its pupils very seriously. As described in the Supporting Pupils with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care and respect when intimate care is given, and no pupil will be left feeling embarrassed.

The Federation of Spixworth Schools takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) and the Disability Discrimination Act. The Governing Body will ensure that: No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities; No child with a named condition that affects personal development will be discriminated against; No child who is delayed in achieving continence will be refused admission; No child will be sent home or have to wait for their parents/carer due to incontinence; Adjustments will be made for any child who has delayed continence

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Legal framework

1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2020) 'Keeping children safe in education'

1.2. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy

2. Definitions

2.1. For the purpose of this policy, intimate care is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

2.2. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

- 2.3. Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.
- 2.4. Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. Health and safety

- 3.1. The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.
- 3.2. Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.
- 3.3. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
- 3.4. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.
- 3.5. Where one pupil requires intimate care/toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.
- 3.6. Where more than one pupil requires intimate care, nappies, incontinence pads and medical bags will be disposed of by double bagging and then disposed of in a bin in the changing area as per health and safety guidelines.
- 3.7. Soiled children's clothing will be bagged to home – staff will not rinse it.

4. **All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.**

- 4.1. The changing area or toilet will be left clean.
- 4.2. Hot water and soap will be available to wash hands.
- 4.3. Paper towels will be available to dry hands.

5. Staff and facilities

5.1. Staff members who provide intimate care are trained to do so, and are fully aware of best practice. Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

5.2. Each school in our federation has one extended disabled toilet facility with a washbasin and a changing area.

5.3. Mobile pupils will be changed while standing up.

5.4. Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.

5.5. Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty or menstruation.

- 5.6. When dealing with intimate care it is imperative that another member of staff is aware the intimate care is taking place, what intimate care is required and who with. This should be communicated in a sensitive way.
- 5.7. If a child has received intimate care this is communicated to parents using MME as well as being logged in a folder in the medical room to keep a track of whether there is a time of day, frequency or pattern emerging. It is good practice for staff to also speak with parents/carers at the end of the day or follow up with a phone call in case MME communications have not been accessed on mobile devices.
- 5.8. In the event of a child being ill then staff will contact their parents for collection. While waiting for collection it is appropriate for staff to assist the child with cleaning themselves.
- 5.9. Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. For wet accidents children will be encouraged to change themselves in a toilet cubicle with a staff member available for support.
- 5.10. We encourage the children to inform us when they have wet or soiled themselves.
- 5.11. If a child denies soiling or wetting, but it is suspected then the child should not be forced to prove otherwise. However we also recognise that it is important that children are not left in wet or soiled clothes. In this event parents should be contacted and the problem discussed. Parents are then welcome to attend to their child themselves.
- 5.12. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan where intimate care is regular and/or expected.
- 5.13. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- 5.14. All records regarding intimate care including care plans and logs will be kept in line with General Data Protection Regulations.

6. School responsibilities

- 6.1. Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.

- 6.2. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- 6.3. In liaison with the pupil and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- 6.4. Regular consultations will be arranged with all parents and pupils regarding toilet facilities.
- 6.5. The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- 6.6. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
- 6.7. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.
- 6.8. Members of staff will react to accidents in a calm and sympathetic manner.
- 6.9. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention, and they will be stored in the medical room.
- 6.10. Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff.
- 6.11. A minimum number of changes will be agreed.
- 6.12. The family's cultural practices will always be taken into account for cases of intimate care.
- 6.13. Where possible, only same-sex intimate care will be carried out.
- 6.14. Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 6.15. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

7. Parental responsibilities

- 7.1. Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

- 7.2. Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- 7.3. A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.
- 7.4. Parents will inform the school should their child have any marks/rashes.
- 7.5. Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

8. Safeguarding

- 8.1. Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- 8.2. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.
- 8.3. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- 8.4. Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care. Generally it is acceptable for one pupil to be cared for by one adult unless there is a sound reason for having more adults present, e.g. heavy soiling where cleaning of intimate areas may be required. In such a case, the reasons will be documented.
- 8.5. If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the DSL immediately.
- 8.6. Special consideration will be taken to ensure that bullying and teasing does not occur.

9. Swimming

- 9.1. Pupils in Years 4, 5 and 6 regularly participate in swimming lessons at Sprowston High School: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- 9.2. Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

- 9.3. Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

10. Offsite visits

- 10.1. Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.
- 10.2. Staff will apply all the procedures described in this policy during residential and off-site visits.
- 10.3. Meetings with pupils away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the Executive Head Teacher.
- 10.4. Consent from a parent will be obtained and recorded prior to any offsite visit.

11. Monitoring and review

- 11.1. This policy is reviewed every two years by the Head of School and the DSL Team.
- 11.2. All changes are communicated to relevant stakeholders.
- 11.3. The scheduled review date for this policy is Autumn Term 2023.

Risk Assessment – Personal Care



Child's Name:

Name of School:

Date of Risk Assessment:

	Y/N	Notes
1. Does weight /size/ shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain / discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury / pregnancy)		

<p>10. Are there any risks concerning individual capability (Pupil)</p> <p>Fragility</p> <p>Head control</p> <p>Epilepsy</p> <p>Other</p>		
<p>Are there any environmental risks?</p> <p>Heat/ Cold</p>		

If Yes to any of the above complete a detailed personal care plan.

Date:

Signed:

Name:



Personal Care Plan

for children wearing nappies/ pull-ups in school

Child's Name:	DOB:
Name of School:	

Completed by:

Completed with:

Date of Plan: _____ Date to review Plan: _____

Details of assistance required:

Minimum number of changes:

Facilities and equipment: (inc responsibility for provision of supplies)

Staffing:

Regular

Back up

Any training requirements

Communication and Records:

Curriculum specific needs: (e.g. PE, visits)

Arrangements for dealing with wet/soiled clothes:

Procedure for staff if the child is unduly distressed or if marks or injuries are noticed:

Consider referring to the schools child protection policy and procedures

How the child will be encouraged to participate in the procedure:

Any other comments/ important information:

e.g. medical information

This plan has been discussed with me and I agree to change my child at the last possible moment before he/ she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Signed: _____ Date: _____

Parent/ Carer's Full Name: _____

Permission for school to provide personal care



Child's Full Name	
Date of Birth	
Parent/ Carer's Full Name	

I understand that:

- I give permission to the school to provide appropriate personal care support to my child e.g. changing soiled clothing, washing and toileting.
- I have been involved in the completion of a personal care plan for my child. I understand and agree with the contents of the plan.
- I will advise the head of school of any medical complaint my child may have which affects issues of personal care.

Signed _____

Full Name _____

Relationship to Child _____

Date _____



Toilet Management Plan

Pupil's name:		Class/year group:	
Name of personal assistant:			
Date:		Review date:	
Area of need			
Equipment required			
Locations of suitable toilet facilities			
Support required		Frequency of support	

Working towards independence

Pupil will try to	Personal assistant will	Parents will	Target achieved date

Signed _____ Parent

Signed _____ Personal assistant

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)



Agreement between Pupil and Personal Assistant

Pupil's name: _____ Class/year group: _____

Name of support staff involved: _____

Date: _____ Review date: _____

Support staff

As the personal assistant helping you with intimate care, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing.
- I will check that you are as comfortable as possible, both physically and emotionally.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will listen carefully if there is something you would like to change about your Intimate Care Plan.

Pupil

As the pupil who requires help with intimate care, you can expect me to do the following:

- I will try, whenever possible, to let you know a few minutes in advance that I am going to need help with intimate care, so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break time, or at the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

Signed: _____ Personal assistant

Signed: _____ Pupil

Intimate care during coronavirus (COVID-19)

During the coronavirus (COVID-19) pandemic, it is essential that we keep both our pupils and staff safe from the risk of transmission. That said, we are fully dedicated to supporting all our pupils with additional needs, including intimate care. This policy appendix outlines how intimate care will be carried out safely and in line with current guidance from the DfE.

1. Policy and procedure

1.1. Staff will have due regard for the following statutory guidance:

- DfE (2020) 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)'
- DfE (2020) 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak'

2. Staff responsibilities

- 2.1. The school will carry out a relevant risk assessment to ensure provision for pupils in need is safe and in line with government guidance.
- 2.2. Staff will wash their hands before and after providing intimate care for 20 seconds, and routinely throughout the day.
- 2.3. Staff will wear sufficient PPE in line with the main provisions of this policy, outlined in section three.
- 2.4. Staff will dispose of PPE safely and in line with the school's infection control measures.
- 2.5. All staff will have due regard for the school's Infection Control Policy when carrying out intimate care.

3. Use of changing and toilet facilities

- 3.1. All surfaces and facilities are cleaned frequently with detergents and bleach on a daily basis, and toilets are cleaned between use by different pupils.
- 3.2. Facilities can only be used by one pupil at a time – the school will ensure there are sufficient facilities to accommodate all pupils needs.
- 3.3. Where required, each individual is allocated their own potty and nappies are disposed of as per normal procedures.

- 3.4. Any individual with coronavirus symptoms, who requires a change immediately, is changed in a separate changing facility, where possible, and staff wear face coverings during intimate care – waste is double bagged and disposed of safely.

4. Monitoring and review

- 4.1. This policy appendix is reviewed in line with any government changes and communicated to all relevant individuals.
- 4.2. The scheduled review date for this policy is Autumn term 2022 unless there are updates to the current government guidance.