



Intimate Care Policy

CONVENTION ON THE RIGHTS OF THE CHILD

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from UNICEF's Convention on the Rights of the Child.

In this policy, we are working towards the following article:

Article 15 (Freedom of association): Children have the right to meet together and to join groups and organisations, as long as it does not stop other people from enjoying their rights. In exercising their rights, children have the responsibility to respect the rights, freedoms and reputations of others.

Article 28: (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Adopted: September 2023

Date to be reviewed: September 2024



Statement of Intent

Little Hill 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 body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her 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.

Legal framework

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

Keeping Children Safe in Education 2016
The Children and Families Act 2014
The Education Act 2011
The Health Act 2006
The Equality Act 2010

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

Definitions

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

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.

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.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Health and Safety

The OWLs Trust Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

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.

Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately, in line with the Bodily Fluids Hygiene Policy.

Where one pupil requires intimate care/toileting, nappies, incontinence pads and medical bags will be disposed of in a clinical waste bin, as per health and safety guidelines.

The changing area or toilet will be left clean.

Hot water and soap are available to wash hands.

Paper towels are available to dry hands.

Staff and facilities

Staff members who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment, where necessary, from an occupational therapist and training for staff members will be provided. An Intimate Care Plan will be written (Appendix 1)

Equipment may include the following:

- adjustable bed, Changing mat, non-slip step, cupboard, adapted toilet seat or commode seat, disposable gloves/aprons, nappies, pads and medical bags, tissue rolls (for changing at/cleansing), hot water, soap, barrier creams, antiseptic cleanser for staff and changing bed/mat, clinical waste bag, spillage kit

Mobile pupils will be changed while standing up (unless otherwise specified).

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

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.

School responsibilities

- Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- In liaison with the pupil and parents/carers, an individual intimate care plan or toilet management plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
- The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- A qualified members of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
- 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/carers.
- Members of staff will react to accidents in a calm and sympathetic manner.
- Records of times, staff, and any other details of incidents of intimate care will be kept and stored at first aid.
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.
- A minimum number of changes will be agreed.
- The family's cultural practices will be taken into account for cases of intimate care.
- Where possible, only same-sex intimate care will be carried out.
- Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

- Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

1. Parental responsibilities

- Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- A copy of this policy will be read and a declaration signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.
- Parents/carers will inform the school should their child have any marks/rashes.
- Parents/carers will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

Staff intimate care role

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants.

No other staff members can be required to provide intimate care.

Staff will receive training in the specific types of intimate care they undertake

Safeguarding

- Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine the additional carers present.
- 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 Child Protection Officer immediately.

2. Swimming

- Pupils in KS2 attend swimming lessons at Wigston Pool and Fitness Centre: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.
- Special consideration will be taken to ensure that cases of bullying or teasing do not occur.
- Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

3. Offsite visits

- 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.
- Staff will apply all the procedures described in this policy during residential and off-site visits.
- Consent from a parent/carer will be obtained and recorded prior to any offsite visit

Monitoring arrangements

This policy will be reviewed annually

Appendix 1: Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	