



## Intimate Care

### 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 23 (children with a disability): A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

**Date Prepared:** March 2019

**Date Approved by Governing Body:**

**Date to be reviewed:** March 2021



## **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:

- [Bodily Fluids Hygiene Policy](#)
- [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 Medications 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**

Little Hill's Bodily Fluids Hygiene policy and 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 a physiotherapist or occupational therapist and training for staff members will be provided. A Toilet Management Plan will be written (Appendix 2)

This 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 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

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 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.

Accurate records of times, staff, and any other details of incidents of intimate care will be kept on the Record of Intimate Care Intervention sheet (Appendix 1), and they will be stored at first aid in a logbook.

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 always 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.

### **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. (Appendix 2)

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.

### **Safeguarding**

Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

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.

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

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.

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.

### **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.

### **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.



Appendix 2

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

## Toilet Management Plan

### Working towards independence

| Pupil will try to | Personal assistant will | Parents/carers will | Target achieved date |
|-------------------|-------------------------|---------------------|----------------------|
|                   |                         |                     |                      |

Signed \_\_\_\_\_ Parent/carer

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

### Appendix 3

## Parent Declaration Form

As a school, Little Hill understands that continence development is not always achieved by all children by the time they start school and that this can be attributed to a number of reasons. We also appreciate that certain factors can affect a child's continence during childhood. We therefore ask that as a parent/carer, you read the following guidelines and procedures and sign and return this to Little Hill. The aim of this form is to reassure you that we deal with continence issues in a sensitive and supportive way and form strong relationships with parents/carers to achieve these aims.

- In a circumstance of my child soiling or wetting him/herself, I would expect my child to inform an adult at Little Hill.
- In the event my child soiling or wetting him/herself, I understand that the school will inform me or another parent/carer with legal responsibility for the child that an incident has occurred.
- I give permission for my child to be washed, if necessary, with two employees of Little Hill present in the disabled toileting facilities (if this is appropriate considering the child's age and capability).
- I also understand that it may be appropriate for the employees to wash the child themselves to ensure he or she is suitably clean. This would involve using a sponge/ flannel or other suitable cleansing material to clean the child if they were unable to do so themselves. Where possible, my child will be encouraged to wash themselves. Emphasis will be placed on minimal level of staff assistance in situations such as these – assistance as outlined above (if necessary) will be provided to ensure my child is clean.
- I also understand that naturally both staff will have been cleared by the Criminal Records Bureau and are fit to work in education (as is statutory for all employees of Little Hill). Both staff will also have read guidance and procedures when dealing with a child who has soiled themselves.
- If the soiling / wetting occurrence is frequent, I will also ensure that labelled spare clothing, bags and wipes (if appropriate) are provided to the school by me or another parent/carer with legal responsibility for the child.

The specific issues relating to my child are as follows;

---

---

I will also contact the school should there be any changes in medication or treatment (if applicable). Little Hill assures you that any incidents will be dealt with sensitively and effectively. This will ensure that any trauma for the child is minimised.

Signature & Date \_\_\_\_\_

Inclusion Manager

Signature & Date \_\_\_\_\_  
responsibility

Parent/carer with legal