

Academy@Worden



Ludus Admirandus

Intimate Care Policy

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Statement of intent

Academy@Worden 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 recognise their duties and responsibilities in relation to the Equality Act 2010 and the SEND code of practice 2014, which states that any pupil with an impairment that affects 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.

1. Legal framework

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

- Keeping Children Safe in Education 2024
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

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

- Cleaning Bodily Fluids Policy
- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medications Policy

2. Definitions

2.1. 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 continence pads, 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 academy's 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. Staff will wear masks, fresh aprons and disposable gloves while assisting a pupil in the toilet or while changing an incontinence pad.
- 3.3. Wet & Soiled clothing must be wrapped and double bagged. Soiled incontinence pads will be securely wrapped and disposed of appropriately.
- 3.4. Where one pupil requires intimate care/toileting, nappies/incontinence pads will be disposed of in a sanitary bin, as per health and safety guidelines.
- 3.5. Where more than one pupil requires intimate care, incontinence pads will be disposed in the special waste containers that can be provided.
- 3.6. The changing area or toilet will be left clean by the staff who assists
- 3.7. Hot water and soap are available to wash hands.
- 3.8. Paper towels are available to dry hands.

4. Staff and facilities

- 4.1. Staff members who provide intimate care would be trained and follow the best practice guidance. 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
 - pads
 - 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
 - Sanitary Bin
 - Spillage kit/Cleaning kit

- 4.2. The academy has one accessible toilet facilities with a washbasin which include changing areas.
- 4.3. Mobile pupils will be changed while standing up.
- 4.4. Pupils who are not mobile will be changed on a purpose-built changing bed. (Please refer to the manual handling policy).
- 4.5. Staff will be supported to adapt their practice in relation to the needs of individual pupils, considering developmental changes such as the onset of puberty or menstruation.
- 4.6 Staff will be trained in Manual Handling

5. School responsibilities

- 5.1. Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school if needed
- 5.2. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- 5.3. In liaison with the pupil and parents/carers, an individual healthcare plan will be created by the school nurse to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- 5.4. Regular consultations will be arranged with all parents and pupils regarding toilet facilities.
- 5.5. The privacy and dignity of any pupil who requires intimate care will always be respected.
- 5.6. A qualified member/s of staff will change the pupil or assist them in changing themselves if they become wet, or soil themselves.
- 5.7. Any pupil with wet or soiled clothing will be assisted in cleaning themselves.
- 5.8. Members of staff will react to accidents in a calm and sympathetic manner.
- 5.9. Accurate records of times, staff, and any other details of incidents of intimate care will be kept.
- 5.10. Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day and will be changed by a designated member of staff.
- 5.11. A minimum number of changes will be agreed.
- 5.12. The family's cultural practices will always be considered for cases of intimate care.
- 5.13. Only same-sex intimate care will be carried out unless this is not possible in an emergency
- 5.14. Parents/carers will be contacted if the pupil refuses to be changed or becomes distressed during the process.

5.15. Excellent standards of hygiene will always be promoted when carrying out intimate care.

6. Parental responsibilities and agreement

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

6.2. Parents will provide spare continence pads, wet wipes, and a change of clothing in case of accidents.

6.3. A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.

6.4. Parents will inform the school should their child have any marks/rashes.

6.5. 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.

7. Safeguarding

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

7.2. 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.

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

7.4. 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 is toileted.

7.5. If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will immediately report the concerns to the Designated Safeguarding Lead (DSL).

8. Swimming

8.1. Pupils who regularly participate in swimming lessons are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

8.2. Parental and pupil consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

8.3. Special consideration will be taken to ensure that cases of bullying or teasing do not occur by other pupils

8.4. Details of any arrangements will be recorded in the pupil's care plan.

9. Offsite visits

- 9.1. Before offsite visits, including residential trips, the pupil's care plan will be amended to include procedures for intimate care whilst off the school premises.
- 9.2. Staff will apply all the procedures described in this policy, during residential and off-site visits.
- 9.3. 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 headteacher.
- 9.4. Parental consent will be obtained and recorded prior to any offsite visit.

Appendix 2 – Toilet Management Plan

Pupil's name:	Class/Year group:
Name of support staff:	
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/carers will	Target achieved date

Signed _____ Parent/Carer

Signed _____ Member of staff

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)

Appendix 3 – 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 in the toilet, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you in the toilet. 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 always treat you with respect and ensure privacy and dignity.
- 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 look and listen carefully if there is something you would like to change about your Toilet Management Plan.

Pupil

As the pupil who requires help in the toilet 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 the toilet, 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: _____ Member of staff

Signed: _____ Pupil