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The Croft Primary School Intimate Care Policy

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**Philosophy**

The Croft Primary School takes the health and wellbeing of its pupils very

seriously. 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. 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 school takes seriously its responsibility to safeguard and promote the welfare of the children in its care. Meeting a pupil’s intimate care needs is one aspect of safeguarding. The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance ‘Safeguarding Children and Safer Recruitment in Education’ (2006) to safeguard and promote the welfare of pupils[[1]](#footnote-1) at this school.

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 2022
* The Children and Families Act 2014
* The Education Act 2011
* The Health Act 2006
* The Equality Act 2010
  1. 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

# Definitions

* 1. For the purpose of this policy, intimate care is defined as ‘any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs.’
  2. Intimate care is associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting, dressing, feeding, changing a child who has soiled themselves, providing oral care, assisting in toileting issues, providing comfort to an upset or distressed pupil. It also includes supervision of pupils involved in intimate self-care.

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, catheterisation, 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

* 1. The Croft Primary School’s Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.
  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** and an agreed care plan by medical professional(s).
  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.
  4. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.
  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.
  6. Where more than one pupil requires intimate care, incontinence pads and medical bags will be disposed using medical waste bins and/or sanitary bins.
  7. The changing area or toilet will be left clean.
  8. Hot water and soap are available to wash hands.
  9. Paper towels are available to dry hands.

# Staff and facilities

* 1. Staff members who provide intimate care are trained to do so, and are fully aware of best practice (see appendix A). Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist, occupational therapist or a school nurse. This may include the following:
* Adjustable bed
* Changing mat
* Non-slip step
* Cupboard
* 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/bin
* Spillage kit
  1. The Croft Primary School has four disabled toilet facilities with a
  2. washbasin.
  3. Staff will be supported to adapt their practice in relation to the needs of
  4. individual pupils, taking into account developmental changes such as the

onset of puberty or menstruation.

# 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.

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 intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability. These plans should be reviewed regularly and at least annually.

5.4. The privacy and dignity of any pupil who requires intimate care will be respected at all times.

5.5. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. Any volunteers or people on work placements should not be involved with intimate care tasks.

5.6. 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.

5.8. Accurate records of times, staff, and any other details of incidents of intimate care will be kept, and stored in an agreed place. It should be clear who provided the intimate care. These records should be available, on request, for parents/carers and relevant professionals.

5.9. 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.

5.10. A minimum number of changes will be agreed.

5.11. The family’s religious beliefs and cultural practices will always be taken into account for cases of intimate care.

5.12. Where possible, only same-sex intimate care will be carried out.

5.13. Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

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

# 6. Parental responsibilities

6.1. Parents/carers will change their child, or assist them in going to the

toilet, at the latest possible time before coming to school.

6.2. Parents/carers will provide spare nappies, incontinence pads, medical bags,

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/carers 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

* 1. The Governors and staff at this school recognise that pupils with

special needs and who are disabled are particularly vulnerable to all types of

abuse.

7.2. The school’s child protection procedures will be adhered to.

7.3. From a child protection perspective it is acknowledged that intimate care

involves risks for children and adults as it may involve staff touching private parts of a

pupil’s body. In this school, best practice will be promoted and all adults (including those

who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

* 1. Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.
  2. If a member of staff has any concerns about physical changes in a pupil’s presentation, e.g. unexplained marks, bruises, etc s/he will immediately report concerns to the Designated Senior Person for Child Protection or Headteacher. A clear written record of the concern will be completed and a referral made to MASH team, if appropriate, in accordance with the school’s child protection procedures. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this should only be done where such discussion and agreement-seeking will not place the child at increased risk of suffering significant harm.
  3. If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Headteacher. The matter will be investigated at an appropriate level (usually the Headteacher) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue/s is/are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

7.7 If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school’s policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

7.8. Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and ‘whistle-blowing’ policy.

7.9. Only members of staff who have an enhanced DBS

certificate with a barred list check are permitted to undertake intimate care duties.

7.10. 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.

7.11. Where possible, two members of staff should be present while providing

intimate care: one person directly delivering the care and other discretely present

7.11. 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

# Swimming

* 1. When changing for swimming lessons, pupils are entitled to privacy;
  2. however, some pupils will need to be supervised during changing.
  3. Parental consent will be obtained before assisting any pupils in changing
  4. clothing before and after swimming lessons.
  5. Special consideration will be taken to ensure that cases of bullying or teasing do not occur.
  6. Details of any additional arrangements will be recorded in the pupil’s individual intimate care plan.

1. **Physiotherapy**
   1. Pupils who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP or care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. The physiotherapist should observe the member of staff applying the technique.
   2. Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
   3. Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

# . Offsite visits

* 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.
  2. Staff will apply all the procedures described in this policy during residential and off-site visits.
  3. Consent from a parent/carer will be obtained and recorded prior to any offsite visit.
  4. Where possible the parents/carers of pupils requiring intimate care will be invited to accompany and provide intimate care to their child, on educational offsite visits.

# Policy review

* 1. This policy is reviewed every two years by the Special Needs Coordinatorand the *Headteacher*.
  2. The scheduled review date for this policy is Sept 2023

1. References to ‘pupils’ throughout this policy includes all children and young people who receive education at this establishment. [↑](#footnote-ref-1)