



Hoyle Court Primary School believes that every child is a learner and can achieve. Our family ethos ensures that everyone is welcomed, respected and valued. We strive to provide citizens of the future who are able to make a significant contribution to the community and to ensure that they are prepared for life in 21st Century Britain.

POLICY TITLE:		
Intimate Care Policy		
COMPILED BY:	DATE APPROVED:	DATE TO BE REVIEWED:
Tim Phillips	18.4.18	18.4.21

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Statement of intent

Hoyle Court Primary School 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.

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 2016
- 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:

- 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

2. Definitions

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

- Washing / bathing
- 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
- Supporting in dressing

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. Hoyle Court 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.

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. The disabled toilets will be used as these are larger.
- 3.4. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately, in the school's medical waste bin, in the school's first aid area.
- 3.5. Soiled waste, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.
- 3.6. The changing area or toilet will be left clean.
- 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 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
- 4.2. Hoyle Court Primary School has two extended disabled toilet facilities with a washbasin which include a changing area.
- 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 or changing mat on the floor.
- 4.5. 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. 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.
- 5.4. Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
- 5.5. The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- 5.6. A qualified member 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 and will be given spare clothing, nappies, pads, etc., as provided by the parents/carers.
- 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, and they will be stored in the First Aid cupboard.
- 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. The family's cultural practices will always be taken into account for cases of intimate care.
- 5.12. Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 5.13. 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 available on the school's website and a hard copy on request so that parents/carers 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

- 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 who routinely require changing. The need for this will be decided by the school..
- 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 requires intimate care.
- 7.5. 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 Designated Safeguarding Lead (DSL), Tim Phillips or to the school's Deputy Designated Safeguarding Leads (DDSL's), Keeley Poole and Isobel Sheard immediately.

8. Swimming

- 8.1. Pupils in Years 5 and 6 participate in swimming lessons at Shipley Swimming Pool: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- 8.2. Parental 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.
- 8.4. Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

9. Offsite visits

- 9.1. 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.
- 9.2. Staff will apply all the procedures described in this policy during residential and off-site visits.
- 9.3. Consent from a parent/carer will be obtained and recorded prior to any offsite visit.



Intimate Care 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/carers will	Target achieved date

Signed _____ Parent/carer

Signed _____ Personal assistant

Signed _____ Second member of staff