Intimate Care Policy

Thackley Primary School

May 2016

Aims

Thackley Primary School takes the health and wellbeing of its pupils very seriously. The school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Pupils will always be treated with care and respect when intimate care is given and will not be attended to in any way which causes distress or pain. 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.

Legal Framework

The governing body recognise their duties and responsibilities in relation to the Equality Act 2010, 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.

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

- Keeping Children Safe in Education 2015
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

What is Intimate Care?

Intimate Care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with toileting, washing or bathing.

Health and safety

- Staff will wear fresh aprons and disposable gloves while assisting a pupil in the toilet or while changing a nappy/incontinence pad.
- Soiled nappies/incontinence pads will be securely wrapped and disposed of appropriately.
- Where one pupil requires intimate care/toileting, nappies/incontinence pads will be disposed of in an ordinary bin, as per health and safety guidelines.
- Where more than one pupil requires intimate care, nappies and incontinence pads will be disposed using the nappy bin provided.
- 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.
- Pupils will be changed while standing up, on a purpose-built changing bed or changing mat on the floor.

School responsibilities

- A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
- Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- In liaison with the pupil and parents/carers, an individual healthcare 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 and pupils regarding toilet facilities.
- The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- Any pupil with wet or soiled clothing will be assisted in cleaning themselves.
- 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.
- 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.
- Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

Parental Responsibilities

- Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents will provide spare nappies/incontinence pads, wet wipes and a change of clothing in case of accidents.
- If a child requires changing on a daily basis, 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 is toileted.
- 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 Child Protection Officer.

Swimming

- Pupils in Year 4 participate in weekly swimming lessons at Eccleshill Swimming baths: 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 arrangements will be recorded in the pupil's care plan.

Offsite visits

- 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.
- Staff will apply all the procedures described in this policy, during residential and off-site visits.
- Parental consent will be obtained and recorded prior to any offsite visit.

Monitoring and review

This policy will be reviewed every two year by the Head of School, Executive Headteacher and Governing Body who will consider any necessary changes and communicate the findings of the review to all members of staff.

Date of Policy: 1.5.16
Ratified by Governors:
Next Review: 05.2018

Appendix 1 – Record of intimate care intervention

Pupil's name:	Class/Year group:
Name of support staff:	
Date:	Review date:

Date	Time	Procedure	Staff signature	Second signature

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 (to be used when appropriate)

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 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 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