



Parwich Primary School

Intimate Care Policy

Review every two years

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Health and safety
4. Staff and facilities
5. School responsibilities
6. Parental responsibilities
7. Safeguarding
8. Swimming
9. Offsite visits
10. Record of Intimate Care Intervention
11. Toilet Management Plan

Statement of intent

Parwich Primary School takes the health and wellbeing of its pupils very seriously. As described in the Administration of Medicines - Supporting Pupils at School with Medical Conditions Guidance, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic and social 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:

- DfE (2018) 'Keeping children safe in education'
- 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 following school policies/guidance:

- Administration of Medications Policy and Guidance
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Equality Policy
- Physical Intervention Policy
- Complaints Procedure
- Staff Code of Conduct
- Confidential Reporting Code (Whistleblowing Policy)

2. Definitions

- 2.1. 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 including the giving of medication through a syringe
 - 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), 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. Parwich Primary School's Health and Safety Policy lays out specific requirements for cleaning and hygiene.
- 3.2. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet.
- 3.3. The changing area or toilet will be left clean.
- 3.4. Hot water and soap are available to wash hands.
- 3.5. 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 as in line with appropriate policies. Staff members are to ensure they have read and are familiar with the content of these policies. 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:
- Non-slip step
 - Cupboard
 - Adapted toilet seat or commode seat
 - Swivel mat
 - Disposable gloves/aprons
 - Pads
 - Tissue rolls (for cleansing)
 - Supply of hot water
 - Soap
 - Barrier creams
 - Antiseptic cleanser for staff
 - Antiseptic cleanser for equipment
 - Clinical waste bag
 - Spillage kit

- 4.2. Pupils will be changed while standing up.
- 4.3. 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 or when in situ if the pupil has transferred mid-term.
- 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 and signed and dated by all parties.
- 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, pads, etc., as provided by the parents/carers. The school does hold a number of spare items of clothing if required; these must then be cleaned and returned to school by the parent/carer.
- 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 school office.
- 5.10. The family's cultural practices will always be taken into account for cases of intimate care.
- 5.11. Where possible, only same-sex intimate care will be carried out.
- 5.12. 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 be maintained at all times when carrying out intimate care.

6. Parental responsibilities

- 6.1. Parents/carers will assist them in going to the toilet, at the latest possible time before coming to school.
- 6.2. Parents/carers will provide a change of clothing in case of accidents.
- 6.3. A copy of this policy will be read 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.

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 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 immediately.

8. Swimming

- 8.1. Pupils in Year's 3 to 6 participate in swimming lessons at The Leisure Centre, Ashbourne: 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 endeavour that cases of bullying or teasing do not occur. Any incidents will be dealt with in line with the schools Anti-Bullying Policy.
- 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 care plan will be amended to include procedures for intimate care whilst off the school premises then uploaded to Evolve.
- 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. Consent from a parent/carer will be obtained and recorded prior to any offsite visit.

11. Toilet Management Plan

Pupil's Name:		Class/Year Group:	
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	Staff Members Will	Parents/Carers Will	Target Achieved Date

Signed _____ Parent/Carer

Signed _____ Staff Member

Signed _____ Second Staff Member

Signed _____ Pupil (where appropriate)