

# Mawnan CE VA Primary School



## Intimate Care Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
2 years	November 2020	J Pridmore (SB)	November 2022

Review & Ratification Required by Governor's Sub-Committee Only	Name of Governor's Sub-Committee	Ratification required by Full Governing Board
Yes/No	Curriculum, Standards and Safeguarding	Yes/No

### Reviewed by Governor's sub-committee

Role	Name	Signature	Date

### Ratified by the Full Governing Board

Role	Name	Signature	Date

### Details of Policy Updates

Date	Details


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## Statement of intent

Mawnan CofE VA 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 board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their 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.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____



## 1. Legal framework

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

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2020) 'Keeping children safe in education'

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 Medication 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
- 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 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. The 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 disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy.
- 3.3. Soiled nappies will be securely wrapped and disposed of appropriately.
- 3.4. Where one pupil requires intimate care/toileting the nappies will be disposed of in an individual nappy bin, as per health and safety guidelines. This will be emptied daily by the Interserve cleaning staff.
- 3.5. The changing area or toilet will be left clean.
- 3.6. Hot water and soap will be available to wash hands.
- 3.7. Paper towels will be 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
  - Cupboard

- Adapted toilet seat or commode seat
- Hoist
- Disposable gloves/aprons
- Nappies
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Clinical waste bag
- Spillage kit

4.2. The school has a specially designed toilet pod at the rear of the building.

4.3. Staff will be supported to adapt their practice in relation to the needs of individual pupils.

## **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, 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 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.

- 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 in a Record of Intimate Care Intervention, and they will be stored in the school office or toilet pod.
- 5.10. Arrangements will be made for how often the pupil should be routinely changed and the pupil will be changed by a designated member of staff.
- 5.11. A minimum number of changes will be agreed.
- 5.12. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

## **6. Parental responsibilities**

- 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 nappies, 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 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 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. Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- 7.2. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- 7.3. 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.

7.4. 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 DSL immediately.

7.5. Special consideration will be taken to ensure that bullying and teasing does not occur.

## **8. Swimming**

8.1. Pupils in Years 3 and 4 regularly participate in swimming lessons at Helston Leisure Centre: 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. 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 will be obtained and recorded prior to any offsite visit.

## **10. Monitoring and review**

10.1. This policy is reviewed every two years by the Headteacher (DSL) and Assistant Headteacher (DDSL).

10.2. All changes are communicated to relevant stakeholders.



## Toilet Management Plan

Pupil's name:	Class/year group:
Name of personal assistant:	
Date:	Review date:
<b>Area of need</b>	
<b>Equipment required</b>	
<b>Locations of suitable toilet facilities</b>	
<b>Support required</b>	<b>Frequency of support</b>

### Working towards independence

Pupil will try to	Support staff will	Parents will	Target achieved date

Signed \_\_\_\_\_ Parent

Signed \_\_\_\_\_ Personal assistant

Signed \_\_\_\_\_ Second member of staff

Signed \_\_\_\_\_ Pupil (where appropriate)

## **Agreement between Pupil and Support Staff**

Pupil's name: \_\_\_\_\_ Class/year group: \_\_\_\_\_

Name of support staff involved: \_\_\_\_\_

Date: \_\_\_\_\_ Review date: \_\_\_\_\_

### **Support staff**

As the personal assistant helping you with intimate care, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you. 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 listen carefully if there is something you would like to change about your Intimate Care Plan.

### **Pupil**

As the pupil who requires help with intimate care, 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 help with intimate care, 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: \_\_\_\_\_ Personal assistant

Signed: \_\_\_\_\_ Pupil

## **Intimate care during coronavirus (COVID-19)**

During the coronavirus (COVID-19) pandemic, it is essential that we keep both our pupils and staff safe from the risk of transmission. That said, we are fully dedicated to supporting all our pupils with additional needs, including intimate care. This policy appendix outlines how intimate care will be carried out safely and in line with current guidance from the DfE.

### **1. Policy and procedure**

10.3. Staff will have due regard for the following statutory guidance:

- DfE (2020) 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)'
- DfE (2020) 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak'

### **11. Staff responsibilities**

11.1. The school will carry out a relevant risk assessment to ensure provision for pupils in need is safe and in line with government guidance.

11.2. Staff will wash their hands before and after providing intimate care for 20 seconds, and routinely throughout the day.

11.3. Staff will wear sufficient PPE in line with the main provisions of this policy, outlined in section three.

11.4. Staff will dispose of PPE safely and in line with the school's infection control measures.

11.5. All staff will have due regard for the school's Infection Control Policy when carrying out intimate care.

## **12. Use of changing and toilet facilities**

12.1. All surfaces and facilities are cleaned frequently with antibacterial spray. Interseve will deep clean on a daily basis.

12.2. The toilet pod is only used by the child it has been allocated to.

## **13. Monitoring and review**

13.1. This policy appendix is reviewed in line with any government changes and communicated to all relevant individuals.