



TUPTON PRIMARY  
& NURSERY ACADEMY™

## Intimate Care Policy

January 2020

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## Statement of intent

Tupton Primary and Nursery Academy takes the health and wellbeing of its pupils very seriously. 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 this includes those pupils who may have not reached the stage of being ready for 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 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.

Signed by:

Headteacher

Date:

Chair of governors

Date:

## Legal framework

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

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

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

- DfE (2018) 'Keeping children safe in education'

This policy will be implemented in conjunction with the school's:

- [Health and Safety Procedures](#)
- [Child Protection and Safeguarding Policy](#)
- [Staff Code of Conduct](#)
- [Whistleblowing Policy](#)
- [Administering Medications Policy](#)

## Definitions

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

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, 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

[Tupton Primary and Nursery Academy](#)'s Health and Safety procedure lays out specific requirement for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

- ☐ Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or soiled clothes.
- ☐ Where pupils require intimate care/toileting, nappies, and 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 as follows:
- ☐ Wrapped in nappy sacks/bags and placed in the yellow bins provided in the staff/nursery toilets.
- ☐ Staff should wear gloves and these are to be disposed of in the yellow bins.
- ☐ 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.

## Staff and facilities

Staff members who provide intimate care are fully aware of best practice. Where needed, suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from an outside agency such as school nurse, 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 and pads
- ☐ 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

[Tupton Primary and Nursery Academy](#) has four disabled toilet facilities. These are equipped with hand rails. The toilet in the main office block has a hoist and the staff toilet near the hall has an adjustable bed.

- ☐ Mobile pupils will be changed while standing up.
- ☐ Currently, pupils who are not mobile, will be changed on a mat on the floor in the nursery toilet or on the adjustable bed in the staff toilet.
- ☐ 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.

## School responsibilities

- ☐ Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- ☐ Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- ☐ 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.
- ☐ Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
- ☐ The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- ☐ A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
- ☐ 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 (some spares are kept in school).
- ☐ 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, and they will be stored in the [intimate care log](#).
- ☐ 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.
- ☐ Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

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

**The [headteacher](#) is responsible for:**

- ☐ Ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.
- ☐ Ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent and the child.
- ☐ Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- ☐ Handling any complaints about the provision of intimate care in line with the school's [Complaints Procedure Policy](#).
- ☐ All members of staff who provide intimate care are responsible for:
- ☐ Undergoing training for provision of intimate care.
- ☐ Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- ☐ Parents are responsible for:
- ☐ Liaising with the school to communicate their wishes in regard to the child's intimate care.
- ☐ Providing their consent to the school's provision of their child's intimate care.
- ☐ Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

## **Parental responsibilities**

- ☐ Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- ☐ Parents/carers will provide spare nappies, incontinence pads, wet wipes and a change of clothing in case of accidents.
- ☐ Parents/carers will inform the school should their child have any marks/rashes.
- ☐ 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.
- ☐ The parents of the child are required to sign the [Intimate Care Parental Consent Form](#) to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.
- ☐ In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone in order to gain consent.
- ☐ Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.
- ☐ Parents will be asked to supply the following items for their child's individual storage box:
- ☐ Spare nappies
- ☐ Wipes, creams, nappy sacks, etc.
- ☐ Spare clothing

- ☐ Spare underwear
- ☐ Training seat for the toilet

## Safeguarding

- ☐ Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- ☐ 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 requires intimate care.
- ☐ 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.
- ☐ No devices that can record photos, video or audio are allowed in the areas where intimate care is undertaken.

## Procedures for intimate care

- ☐ Staff who provide intimate care will have a list of personalised changing times for the children in their care, which will be adhered to at all times and will be shared with parents daily.
- ☐ Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.
- ☐ If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.
- ☐ Each child using nappies will have a clearly labelled box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.
- ☐ Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately using disposable [roll paper](#) and [soap and hot water](#).
- ☐ The changing areas are warm and comfortable for the children and are private from others.
- ☐ Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use using disposable [roll paper](#) and [soap and hot water](#).
- ☐ The changing area has [paper towels](#) available for members of staff to dry their hands.
- ☐ Any soiled clothing will be placed in a tied plastic bag in the child's personal box and will be returned to parents at the end of the school day.
- ☐ Any used nappies will be placed in a tied plastic bag and disposed of appropriately.
- ☐ Any bodily fluids that transfer onto the changing area will be cleaned appropriately.

- ☐ If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the [Administering Medication Policy](#), and full parental consent will be gained prior to this.
- ☐ Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- ☐ Members of staff will follow outside agency advice to get children used to using the toilet and encourage them to be as independent as possible.
- ☐ Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

## **Offsite visits**

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

## **Policy review**

- This policy is reviewed every [two years](#) by the Headteacher and SENDco.
- The scheduled review date for this policy is [January 2022](#).

## 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
Checked by SLT (signature):			Date:	

## Toilet Management Plan

Pupil's name:	Class/year group:
Name of keyworker:	
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	Keyworker will	Parents/carers will	Target achieved date

Signed \_\_\_\_\_ Parent/carers

Signed \_\_\_\_\_ Keyworker

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

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

## Intimate Care Parental Consent Form

This form is to be completed by the [EYFS teacher](#) and signed by parents.

<b>Name of child:</b>		<b>Date of birth:</b>	
<b>Name of class teacher:</b>		<b>Class:</b>	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

<b>Name of staff member:</b>	
<b>Name of staff member (in the above staff member's absence):</b>	

Where will the intimate care be carried out?

What equipment/resources will be required?

What infection control procedures are in place?

**What disposal procedures are in place?**

**What actions will be taken if any concerns arise?**

**What do parents need to provide?**

**What are the reporting procedures for parents?**

I have read the [Intimate Care Policy](#) provided by [Tupton Primary and Nursery Academy](#) and I agree to the intimate care plan outlined above:

<b>Signature of parent:</b>		<b>Date:</b>	
<b>Signature of <a href="#">EYFS teacher</a>:</b>		<b>Date:</b>	

## Agreement between Pupil and Keyworker

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

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

Date: \_\_\_\_\_

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

### Support staff

As the keyworker 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: \_\_\_\_\_ Keyworker

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