



Applegarth Primary School - Intimate Care Policy

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Person Responsible: Miss A Miller

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Legal framework

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 (2019) 'Keeping children safe in education'

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**

Definitions

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

- Washing
- First aid and medical assistance
- Toileting
- Changing clothes
- Oral care
- Feeding
- The supervision of a child involved in intimate self-care.
- 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, menstrual hygiene, 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.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Statement of intent

Applegarth 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. We recognise the need to provide an inclusive, supportive and positive learning environment.

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.

The intention is to develop independence in each child; however, there will be occasions when additional help is required.

This policy has been developed to safeguard children and staff.

It is one of a range of specific policies that contribute to the provision of pastoral care.

The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults, and staff involved in any aspect of pastoral care need to be sensitive to their individual needs.

Principles of Intimate Care:

The following are fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities;
- Every child has the right to express their views on their own intimate care and to have such views taken into account;
- Every child has the right to have levels of intimate care that are appropriate and consistent;
- Every child has the right to refuse intimate care. Any refusal should be recorded and discussed with parents and carers.

Health and safety

The **Health and Safety Policy** lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so.

Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

Where one pupil requires intimate care/toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

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 trained, 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:

- Changing mat
- Non-slip step
- Cupboard
- 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

The school has two extended disabled toilet facilities with a washbasin. One near the Ks1 toilets and the other upstairs outside Puffins.

Mobile pupils will be changed while standing up.

Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.

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

All staff working with children are subject to the appropriate Disclosure and Barring Checks. This includes student teachers on work placement and regular volunteers.

Only those members of staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of children.

Consent forms are signed by the parent and stored in the child's file.

Where anticipated, intimate care plans are agreed between school and parents and, if appropriate, by the child. This should be reviewed at least 6 monthly.

Whenever possible, two qualified members of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. If this is not possible, staff must inform another member of staff what they are doing, the reason why and the location of the intervention.

Involve the child in the intimate care;

Try to encourage a child's independence as far as possible in his or her intimate care;

When a child is not fully independent, talk about what is going to be done and give choices where possible

Treat each child with dignity and respect

Promote positive self-esteem and body image

Check practice by asking the child or parent about any preferences whilst carrying out the intimate care

Ensure any incidents where a child has received intimate care are reported to parents

If the intimate care is a regular, planned event there should be regular communication between home and school. This may be in a form of a home-school book, or a more formal record.

If you have any concerns you must report them. If you observe any unusual markings, discolouration, or swelling

Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.

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 and will be given spare clothing, nappies, pads, etc., as provided by the parents.

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 a locked cupboard.

Where a pupil receives intimate care on an infrequent or on-off basis, it will be recorded on CPOMs.

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff.

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 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.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Lead for Safeguarding and Child Protection (DSL) or their deputy (DDSL).

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, medical bags, wet wipes and a change of clothing in case of accidents.

A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.

Parents will inform the school should their child have any marks/rashes.

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.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Safeguarding

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.

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 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.

Swimming

Pupils in all year groups regularly participate in swimming lessons at **Northallerton Leisure Centre**: 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 bullying and teasing does not occur.

Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

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 will be obtained and recorded prior to any offsite visit.

Policy review

This policy is reviewed every **two years** by the **Headteacher** and the **DSL**.

Intimate Care Plan

Pupil's name:	Date of birth:
Class/year group:	
Date:	Review date:
Areas of need	
Locations of suitable toilet facilities (equipment required)	
Frequency of support	
Any other details	
Working towards independence	The child will try to:
	Staff assisting will support by:
Parent/carer	
<ul style="list-style-type: none"> 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, medical bags, wet wipes and a change of clothing in case of accidents. A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care. Parents will inform the school should their child have any marks/rashes. 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. 	

Agreed and signed by parent/carer:	
Staff involved:	

APPLEGARTH CP SCHOOL



Permission form for the Provision of Care

(To be filled out before starting Early Years - Reception)

If a child wets or soils themselves while they are in school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay. Applegarth School has an Intimate Care Policy which is available to view on our website <http://www.applegarth.n-yorks.sch.uk/key-information/school-policies>, or ask for a copy from Mrs Rutherford or Mrs Fowler in the office.

Please fill out the permission slip below stating your preference.

Yours sincerely,

Mr Justin Peoples

Head Teacher

.....
Name of Child.....Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of Applegarth School.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves.

The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....

Agreement between Pupil and Personal Assistant

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