



**St. Catherine's**  
RC Primary School

# Intimate Care of Pupils Policy

**Version: 2**

<b>Name and Designation of Policy Author(s)</b>	Jenny McCormick, Assistant Headteacher		<b>Is this a Statutory Document</b>
			No
<b>Approved By (Committee / Group)</b>	Curriculum		
<b>Date Approved</b>	14 <sup>th</sup> February 2023		
<b>Date Ratified by FGB</b>	N/A		
<b>Date Published</b>	14 <sup>th</sup> February 2023	<b>Is this to be published publicly on the school website?</b>	Yes
<b>Review Date</b>	January 2025		
<b>Target Audience</b>	Staff, Parents		
<b>Links to Other Strategies, Policies, Procedures, etc</b>	Safeguarding Policy, Whistle Blowing Policy, Supporting Pupils with Medical Conditions Policy, Early Years Foundation Stage Policy		

## Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
Jan 2016	1	Nina Chwastek, Headteacher	No previous version of this policy
Jan 2023	2	Jenny McCormick, Assistant Headteacher	Updated in line with current practice, new toilet management plan and intimate care plan.

## Statement of intent

St. Catherine’s 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, sensitivity and respect when intimate care is given, and no pupil will be left feeling embarrassed or as if they have created a problem.

## Mission Statement & Vision

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena.

This inspires each of us *‘To be who God wants us to be and so set the world on fire.’*

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.



## Legal Framework

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

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2022) 'Keeping children safe in education'
- This policy operates in conjunction with the following school policies:
- 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
- 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, 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.

## 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 and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

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 or toileting support, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

Where more than one pupil requires intimate care, nappies, incontinence pads and medical bags will be disposed of in a tied nappy bag, before being placed in a lidded bin, which will be emptied daily.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

### **Staff and facilities**

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good 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
- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Nappy bags
- Baby wipes
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school has three extended disabled toilet facilities with a washbasin which include three changing areas.

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, considering developmental changes such as the onset of puberty or menstruation.

## **School responsibilities**

Arrangements will be made to discuss the personal care needs of any pupil prior to them attending the school. Prior to children starting in Nursery, home visits form part of the transition process and allow parents to inform staff of their child's intimate care and toileting needs.

Where possible, pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents welcomed. In liaison with the pupil and parents, an individual intimate care plan will be created for children with more complex needs, 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. 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.

Members of staff will react to accidents in a calm and sympathetic manner.

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day.

The family's cultural practices will always be taken into account for cases of intimate care.

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.

## **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 made available to all parents to ensure that they understand the policies and procedures surrounding intimate care.

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

## **Safeguarding**

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

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.

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

### **Swimming**

Pupils in Years 3 and 4 regularly participate in swimming lessons. During these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

Parents will be consulted before assisting any pupils in changing clothing before and after swimming lessons.

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 where needed 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.

Consent from a parent will be obtained and recorded prior to any offsite visit.

### **Toilet Training**

Members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet.

Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

All pupils will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing pupils and will not make negative facial expressions or negative comments. Pupils' efforts will be reinforced by praise where appropriate. Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where pupils are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a pupil has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age.

To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents are consulted on the approach to toilet training their child to ensure there is consistency with the approach at home. Children's progress is discussed with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the Headteacher and the pupil's parents.

### **Monitoring and review**

This policy is reviewed every two years by the Assistant Headteacher. All changes are communicated to relevant stakeholders. The scheduled review date for this policy is January 2025.

## 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:	Personal assistant will:	Parents will:	Target achieved date:

<b>Signature of parent</b>		<b>Signature of second member of staff</b>	
<b>Signature of personal assistant</b>		<b>Signature of pupil</b>	

## Intimate Care Plan

This form is to be completed by the Assistant Headteacher and signed by parents.

<b>Name of child</b>		<b>Date of birth</b>	
<b>Name of class teacher</b>		<b>Class</b>	
<b>Care requirements, including frequency:</b>			

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>	
<b>Where will the intimate care be carried out?</b>	
<b>What equipment/resources will be required?</b>	
<b>What infection control procedures are in place?</b>	
<b>What disposal procedures are in place?</b>	
<b>What actions will be taken if any concerns arise?</b>	

<b>What do parents need to provide?</b>
<b>What are the reporting procedures for parents?</b>

I have read the Intimate Care Policy provided by St. Catherine’s RC Primary School and I agree to the intimate care plan outlined above:

<b>Signature of parent</b>		<b>Date</b>	
<b>Signature of Assistant Headteacher</b>		<b>Date</b>	