

ST. STEPHEN'S CATHOLIC



PRIMARY SCHOOL

***‘Love like Jesus. Learn like Jesus. Live like Jesus.’***

# **Intimate Care Policy**

## **2025-2027**

### **DOCUMENT STATUS**

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## **Statement of intent**

St Stephen's Catholic Primary School 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.

The governing body 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.

## **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 (2024) '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
- 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, intimate parts of the body.

2.3. Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies,

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 or soiled underwear.

3.3. Soiled nappies will be securely wrapped and disposed of appropriately.

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

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 will be provided. This may include the following:

- Changing mat
- Wipes
- Nappy bags
- Disposable gloves/apron
- Supply of hot water
- Soap
- Antiseptic cleanser for staff
- Antiseptic cleanser/wipes for the changing bed/mat

- 4.2. The school does not have specific changing areas. Children will be catered for in the pupil toilets. A changing mat will be used on the floor.
- 4.3. Mobile pupils will be changed while standing up.
- 4.4. 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.
- 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, nappies, pads, etc., as provided by the parents.
- 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 securely in the child's classroom

- 5.10. 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.
- 5.11. A minimum number of changes will be agreed.
- 5.12. The family's cultural practices will always be taken into account for cases of intimate care.
- 5.13. Where possible, only same-sex intimate care will be carried out.
- 5.14. 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 change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- 6.2. Parents/carers 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/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.
- 6.5. 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.

## **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. 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 DSL immediately and record using the body map on CPOMS.
- 7.6. Special consideration will be taken to ensure that bullying and teasing does not occur.

## **8. Swimming**

- 8.1. Pupils in Years 4 and 5 regularly participate in swimming lessons at Orford Jubilee Hub: 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.

## **10. Staff responsibilities**

- 10.1. The school will carry out a relevant risk assessment to ensure provision for pupils in need is safe and in line with government guidance.
- 10.2. Staff will wash their hands before and after providing intimate care for 20 seconds, and routinely throughout the day.
- 10.3. Staff will wear sufficient PPE in line with the main provisions of this policy, outlined in section three.
- 10.4. Staff will dispose of PPE safely and in line with the school's infection control measures.

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

- 11.1. All surfaces and facilities are cleaned frequently with detergents and bleach on a daily basis, and toilets are cleaned between use by different pupils.
- 11.2. Facilities can only be used by one pupil at a time – the school will ensure there are sufficient facilities to accommodate all pupils needs.
- 11.3. Any individual with coronavirus symptoms, who requires a change immediately, is changed in a separate changing facility, where possible, and staff wear face coverings during intimate care – waste is double bagged and disposed of safely.

## **12. Monitoring and review**

- 12.1. This policy is reviewed every two years by the headteacher and the governing body.
- 12.2. All changes are communicated to relevant stakeholders.
- 12.3. The scheduled review date for this policy is date May 2027.

## Record of Intimate Care Intervention

[illegible]

## 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

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

Signed \_\_\_\_\_ Teaching assistant

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



## **Permission for school to provide Intimate Care**

As a school we guide and encourage children with their own personal hygiene. However, we recognise that in exceptional or extreme cases there may be a need to assist a child which involves intimate care.

We require parents/ carers to sign the permission slip attached in order for staff to provide intimate care for your child. Whilst we endeavour to have two members of staff present during this time to help your child, parents must be fully aware that there may, on occasions, be only one staff member present. All staff have enhanced DBS clearance.

If you are not happy with the intimate care procedures and your child requires this care, then we will telephone you to come into school to assist your child.

<b>Child's full name:</b>	
<b>Date of Birth :</b>	
<b>Parent / Carer's Full name :</b>	
<b>Address :</b>	

- I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.
- I will advise a member of staff of any current medical complaints my child may have which affects issues of intimate care.

<b>Signed:</b>	
<b>Full name:</b>	
<b>Relationship to child:</b>	
<b>Date:</b>	