



Gorse Hall Primary School

**Intimate Care Policy
2021-24**

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Health and safety
4. Staff and facilities
5. School responsibilities
6. Parental responsibilities
7. Safeguarding
8. Swimming
9. Offsite visits
10. Monitoring and review

Appendices

- a) Record of Intimate Care Intervention
- b) Toilet Management Plan
- c) Agreement between Pupil and Personal Assistant
- d) Intimate Care during Coronavirus (COVID-19)

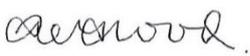
Statement of intent

Gorse Hall Primary and Nursery School takes the health and wellbeing of its pupils very seriously. As described in the SEND Information Report, 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 his/her ability to carry out normal day-to-day activities must not be discriminated against.

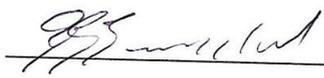
Pupils will always be treated with care and respect when intimate care is given, and no pupil will be left feeling embarrassed.

Name: Alexandra Flood

Signature: 

Date: July 2021

Name: Glyn Goodchild

Signature: 

Date: July 2021

1. Legal framework

- 1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:
- DfE (2018) 'Keeping children safe in education'
 - The Children and Families Act 2014
 - The Education Act 2011
 - The Health Act 2006
 - The Equality Act 2010
- 1.2. This policy will be implemented in conjunction with the school's:
- Health and Safety Policy
 - SEND Information Report
 - Child Protection and Safeguarding Policy
 - Staff Code of Conduct
 - Whistleblowing 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. At Gorse Hall Primary School and Nursery we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. 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. 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.
- 3.2. Staff will wear disposable gloves while assisting a pupil changing themselves in the toilet or while changing a nappy, incontinence pad or medical bag.
- 3.3. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.
- 3.4. 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.
- 3.5. The changing area or toilet will be left clean.
- 3.6. Hot water and soap are available to wash hands.
- 3.7. Paper towels are available to dry hands.

4. Staff and facilities

- 4.1. Parents will be contacted as soon as possible if it is felt that the child has had a toileting accident as a result of illness. Frequent reminders to visit the toilet will be given to the children. Reception, Nursery and Year 1 children have constant access to the toilets in the classrooms (except 1CH). Older children are encouraged to visit the toilet at designated break times only if at all possible. Toilets are clearly marked. Toilets should be welcoming and children's concerns about toilets will be listened to. All children will be encouraged to use the toilets and develop their self-help skills. Children should not wear pull-ups or nappies unless there is a medical condition or special need.
- 4.2. Pupils with an Education Health Care Plan or Medical Health Plan requiring changing nappies will be changed on a changing mat on the floor.
- 4.3. 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.

Procedure

- 5.3. Steps will be taken to ensure health and safety of both staff and children:
- Remove the child to a changing area i.e. designated toilet area. In the case of soiling.
 - Nursery children will use the Nursery toilets; older children will use the disabled toilet facility.
 - Alert another member of staff.
 - Collect equipment and clothes.
 - Adult to wear gloves.
 - Child to undress as appropriate and clean themselves as much as possible under the guidance of the adult.
 - If the situation requires more than a wet-wipe, parents/carers will be contacted to establish if they could arrange collection of the child.
 - Soiled clothes to be double wrapped in carrier bags and given to parents/carers when the child is collected.
 - Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home.
 - Adult is to alert the cleaning staff to clean and disinfect the changing area before returning to class.
- 5.4. Members of staff will react to accidents in a calm and sympathetic manner.
- 5.5. Accurate records of times, staff, and any other details of incidents of intimate care will be kept, and they will be stored in the Main Office.
- 5.6. Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

6. Parental responsibilities

- 6.1. Parent/carers are responsible for cleaning their child if their child has soiled themselves. Clean clothing must be provided when necessary.
- 6.2. Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- 6.3. Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- 6.4. 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.
- 6.5. Parents/carers will inform the school should their child have any marks/rashes.
- 6.6. Parents/carers will come to an agreement with staff in determining how often their child will need to change and when they will be expected to come to school to change their child.

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 Designated Safeguarding Leaders immediately.

8. Swimming

- 8.1. Pupils in Year 4 regularly participate in swimming lessons at Active Tameside Copley: during these lessons, boys and girls will change in separate rooms; however, some pupils will need to be supervised and supported during changing.
- 8.2. 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. 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.
- 9.4. 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 three years by the Headteacher, Deputy Headteachers, and the Governors.
- 10.2. The scheduled review date for this policy is June 2024.

Toilet Management Plan

| | |
|--|-----------------------------|
| Pupil's name: | Class/year group: |
| Name of learning assistant: | |
| Date: | Review date: |
| Area of need | |
| | |
| Equipment required | |
| | |
| Locations of suitable toilet facilities | |
| | |
| Support required | Frequency of support |
| | |

Working towards independence

| Pupil will try to | Learning assistant will | Parents/carers will | Target achieved date |
|-------------------|-------------------------|---------------------|----------------------|
| | | | |

Signed _____ Parent/carer

Signed _____ Learning assistant

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)

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.

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

1.1. 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'

2. Staff responsibilities

- 2.1. The school will carry out a relevant risk assessment to ensure provision for pupils in need is safe and in line with government guidance.
- 2.2. Staff will wash their hands before and after providing intimate care for 20 seconds, and routinely throughout the day.
- 2.3. Staff will wear sufficient PPE in line with the main provisions of this policy, outlined in [section three](#).
- 2.4. Staff will dispose of PPE safely and in line with the school's infection control measures.
- 2.5. All staff will have due regard for the school's Covid-19 Risk Assessment when carrying out intimate care.

3. Use of changing and toilet facilities

- 3.1. All surfaces and facilities are cleaned frequently with detergents and bleach on a daily basis, and toilets are cleaned between use by different pupils.
- 3.2. Where required, each individual is allocated their own potty and nappies are disposed of as per normal procedures.
- 3.3. 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.

4. Monitoring and review

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

The scheduled review date for this policy is June 2022 as per Government guidance.