

# **Croxby Primary Academy**

## **Intimate Care Policy**

Last updated: January 2021

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## Statement of intent

**Croxby Primary Academy** takes the health and wellbeing of its pupils very seriously. As described in the **Supporting Pupils with Medical Conditions Policy**, the academy aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at the academy.

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.

## 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 (2020) 'Keeping children safe in education'

1.2. This policy will be implemented in conjunction with the academy'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
- Providing oral care
- Feeding
- 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, 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. 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. 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**.
- 3.3. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
- 3.4. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.
- 3.5. 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.
- 3.6. Where more than one pupil requires intimate care, nappies, incontinence pads and medical bags will be disposed as follows:
- PHS waste disposal services will be used and will do a weekly or monthly collection, dependent on need. The school currently uses this company for sanitary waste disposal. A special bin, provided by them, will be used to dispose of this waste.
- 3.7. The changing area or toilet will be left clean.
- 3.8. Hot water and soap will be available to wash hands.
- 3.9. 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 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
- 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

4.2. The academy has one extended disabled toilet facility with a washbasin.

4.3. Mobile pupils will be changed while standing up.

4.4. Pupils who are not mobile will be changed on a changing mat on the floor.

4.5. 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. Academy 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 academy.

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 Log and they will be stored in the **Enhanced Resource Provision Room (ERP)**.
- 5.10. Arrangements will be made for how often the pupil should be routinely changed if the pupil is in the academy 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 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 will change their child, or assist them in going to the toilet, at the latest possible time before coming to academy.
- 6.2. Parents will provide spare nappies, incontinence pads, medical bags, 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 to ensure that they understand the policies and procedures surrounding intimate care.
- 6.4. Parents will inform the academy should their child have any marks/rashes.
- 6.5. 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.

## **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.
- 7.6. Special consideration will be taken to ensure that bullying and teasing does not occur.

## **8. Swimming**

- 8.1. Pupils in Year 4 regularly participate in swimming lessons at **Haltemprice Sports Centre** 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 academy 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 academy 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 **two years** by the **Headteacher** and the **DSL**.
- 10.2. All changes are communicated to relevant stakeholders.
- 10.3. The scheduled review date for this policy is **January 2022**





## 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 \_\_\_\_\_ Personal 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.
- 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

## **[New] 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)'
- **[Early years]** DfE (2020) 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak'

### **2. Staff responsibilities**

2.1. The academy 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 academy's infection control measures.

2.5. All staff will have due regard for the academy's **Infection Control Policy** when carrying out intimate care.

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

3.1. All surfaces and facilities are cleaned frequently with detergents on a daily basis.

3.2. Facilities can only be used by one pupil at a time – the academy will ensure there are sufficient facilities to accommodate all pupils needs.

3.3. Where required, each individual is allocated their own potty and nappies are disposed of as per normal procedures.

3.4. 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.

4.2. The scheduled review date for this policy is June 2022.