



HILLTOP
PRIMARY SCHOOL

Intimate Care Policy

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A **Beyond** ACADEMY
SCHOOLS TRUST

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Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

As described in the Supporting Pupils with Medical Conditions Policy, Hilltop Primary 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.

Legal framework

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

- DfE (2023) 'Keeping children safe in education'
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy



- Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medications 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 or wet themselves
- Providing oral care
- Feeding
- Assisting in toilet issues

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, menstrual hygiene or helping someone use the toilet along with feeding a child.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Some pupils may temporarily be unable to meet their own care needs for example if they break an arm or leg.

Health and safety

The school's 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 appropriate disposable gloves and if necessary, a disposable apron 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 or nappy disposable bin if available, 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 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
- Storage space
- 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
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit
- Nappy Disposal Bin

The school has extended disabled toilet facilities with a washbasin.

Pupils will have the option of being changed while standing up or on the changing mat depending on which makes the most comfortable.

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.

The School and Nursery will ensure that anyone who undertakes nappy changing or personal intimate care with children is an employee of the nursery or school and has had appropriate safeguarding checks. At all times the child's safety, dignity and wellbeing is promoted.

All staff have a 'duty of care' towards children's personal need and must respond to child's own routine or need. Only DBS checked and approved staff will change nappies and under clothing.

Students, volunteers, parent helpers or visitors are not permitted to change children's nappies. DBS checks are carried out to ensure the safety of children with staff employed in childcare and education settings.

School responsibilities

Arrangements will be made between parents/carers and staff to discuss the personal care needs of any pupil prior to them attending the school.

Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.



In liaison with the pupil and parents/carers, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.

The privacy and dignity of any pupil who requires intimate care will be respected at all times.

It is preferred that a key person will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. If the key person is not available an alternative member of staff will assist.

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 School or parents/carers.

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

Accurate records of times, staff, and any other details of incidents of intimate care will be kept, and they will be stored in the office at the end of each day.

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

In EYFS, if a child is in nappies they will be changed every three hours at a minimum.

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

Parents/carers 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.

Early Years Responsibilities

EYFS will ensure that anyone who undertakes nappy changing or personal intimate care with children is an employee of the nursery or school and has had appropriate safeguarding checks. At all times the child's safety, dignity and wellbeing is promoted.

Early Years will ensure that suitable facility and equipment are provided or designated places for intimate care support.

The Early Years staff work closely with parents / carers to support personal care and promote toilet training so that continuity of support can be maintained between home and Early Years.

Staff will promote a positive climate where information around child's developing care needs are shared and discussed with parents/carer and issues regarding toilet training can be talked about openly.

Before a child starts in Early Years family/carers will be included in discussions about the child's nappy, potty or toilet training routine so child's current bladder/bowel development are known and continuity of care can be planned and maintained. Information is recorded on the home visit record.

As the child continues and progresses in their development Early Years staff will continue to discuss and update the child's routine and development with the parent / carer.

Written records are kept of all support for intimate care. This includes date and time of care, who supported the child.

Early Years Responsibilities in supporting positive self esteem

Early Years staff will work with the child to promote a positive self – esteem, body image and independence with self- care as far as is appropriate and practical.

Early Years staff will remain calm and offer a supportive approach to children at all times. Children will not be rushed or forced to use the potty or toilet against their will.

Staff will approach children quietly and calmly regarding the need to change or toilet them and be mindful of child's engagement in play.

Parental responsibilities

Parents/carers 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/carers to ensure that they understand the policies and procedures surrounding intimate care.

Parents/carers will inform the school should their child have any marks/rashes in intimate areas.

Parents/carers will keep the school updated on any development in their child's toileting or intimate care.



Safeguarding

Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

In KS1 & KS2, 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 Designated Safeguarding Lead immediately.

Swimming

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

Special consideration will be taken to ensure that all children's privacy, dignity and wellbeing are upheld.

Feeding

Children who need support with feeding due to a medical or developmental need will be treated with respect and dignity at all times.

Staff will work closely with parent/carers to ensure feeding is appropriate to the child's needs.

School will ensure the child is appropriately supported throughout any feeding times.

Excellent standards of hygiene will be maintained at all times when carrying out feeding.

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.

Policy review

This policy is reviewed every two years.

Appendix 1 - Record of Intimate Care Intervention

Pupil's name:		Class/year group:		
Name of support staff:				
Date:		Review date:		
Date	Time	Procedure	Staff signature	Second signature



Appendix 2 - Intimate care Plan

Pupil's name:	Class/year group:
Name of Allocated staff member	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Signed _____ Parent/carer

Signed _____ Allocated staff member

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)

Appendix 3 – Agreement between Pupil/Parent/carer and staff

Pupil's Name:

Class:

Year:

Name of allocated staff member involved:

Date:

Review Date:

Staff - As the personal assistant helping you with intimate care, you can expect me to do the following:

- When I'm the allocated person, I'll stop what I'm doing to help you. I'll 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.
- When working with a colleague to help you, I'll ensure we talk in a way that doesn't embarrass you.
- I will listen carefully if there is something you would like to change about your Intimate Care Plan.
- I will advise and plan for offsite visits.

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: _____ Allocated staff member

Signed: _____ Pupil

Signed: _____ Parent/Carer



Appendix 4 – EYFS Agreement between parent/carer and staff

EYFS Parent Agreements

The Parent:

- I will provide the EYFS with spare nappies, pull ups, pants, and changes of clothing.
- I understand and agree the procedures that will be followed when my child is changed in EYFS.
- I will sign to agree if my child can be cleaned with wipes.
- I will provide wipes for my child to be cleaned with.
- I agree to inform the nursery/school should my child have any marks/rash in intimate areas.
- I agree to review arrangements should this be necessary.

Signed: (parent/carer) Name:

.....

Date:/...../.....

EYFS:

- We agree to change the child when necessary and to leave a child no longer than three hours without a change/check.
- We record the times a child is changed/checked.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements should this be necessary.
- We will inform parents/carers if your child refuses to be changed.

Signed: (school member of staff)

Name: (school member of staff)

Date:/...../.....



Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					