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**Intimate Care Policy**

**(including Early Years)**

**Version: September 2024**

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### Statement of intent

**Hebrew 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 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.

### 1.Legal framework

This policy operates in conjunction with the following school policies:

* Health and Safety Policy
* First Aid Policy
* Child Protection and Safeguarding Policy
* Staff Code of Conduct
* Whistleblowing Policy
* Administering Medication Policy

### 2. 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 relating to SEND and will require regular support.

### 3. Health and safety

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 as follows:

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.

### 4.Staff and facilities

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good practice.

Staff will be required to administer intimate care if they work in Early Years or KS1 or work one to one with a child who requires intimate care.

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

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, taking into account developmental changes such as the onset of puberty or menstruation.

### 5.School responsibilities

Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil with SEND prior to them attending the school. ***All children starting Nursery are required to be fully toilet trained. Whilst staff can assist children with toileting in Early Years, they are not expected to train children or support untrained children.***

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 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 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. If the soiling is particularly bad, a parent will be called into school to assist their child.

Members of staff will react to accidents in a calm and sympathetic manner. 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 in the Secretary’s office.

Arrangements will be made for how often the SEND 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. A maximum number of changes will be agreed.

The family’s cultural practices will always be taken into account for cases of intimate care. Where possible, only same-sex intimate care will be carried out.

Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process or if the soiling is very serious.

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

### 6. Parental responsibilities

Parents will ensure children are fully trained before they start Nursery.

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.

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

Parents will come to an agreement with staff in determining how often their child with SEND will need to be changed, and who will do the changing.

### 7.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 a police check are permitted to undertake intimate care duties.

Individual intimate care plans will be drawn up for SEND 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.

### 8. 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.

Details of any additional arrangements will be recorded in the pupil’s individual intimate care plan.

### 9. Toilet training

Children are required to be fully trained before starting Nursery unless they have a letter from a doctor detailing a medical condition.

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.

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. If the accident is significant, parents will be asked to come in and change their child.

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

### 10. Monitoring and review

This policy is reviewed every **two years** by the **headteacher** and the **DSL**. All changes are communicated to relevant stakeholders.

The scheduled review date for this policy is **Sept 2026.**

# 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** |
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