



# **COPTHORNE PRIMARY SCHOOL**

## **Intimate Care Policy**

<b>Date of issue</b>	<b>Review date</b>	<b>Date ratified by Governing Body</b>	
October 2023	October 2025		
	<b>Print name</b>	<b>Signature</b>	<b>Date</b>
<b>Head of School</b>	Miss S Ngenda		
<b>On behalf of Governing Body</b>	Mr P Gerrard		

## **Intimate Care Policy**

Copthorne Primary takes the health and wellbeing of its pupils very seriously. As described in the Supporting Pupils with Medical Conditions Policy, 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.

### **Legal framework**

- This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:
- Keeping Children Safe in Education 2023
- 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
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administration of Medications Policy

### **Definition**

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 and will require regular support.

### **Health and safety**

**Copthorne Primary'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 **Administration of Medications 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, in line with the **medical advice (school nurse/ continence nurse)**.

Intimate care, nappies, incontinence pads and medical bags will be disposed as follows:

- In appropriate and designated coloured bin liners to ensure safe storage until appropriate disposal is arranged.
- 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.

### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children will not usually

be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **School responsibilities**

Arrangements will be made with a multi-agency 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. A qualified 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/carers.

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, and they will be stored confidentially in the classroom cupboard.

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. A minimum 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/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.

### **Parental responsibilities**

Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school. They 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.

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

### **Safeguarding**

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

All children will be taught personal safety skills carefully matched to their level of ability, development and understanding.

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.

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.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding and Child Protection Policy for details)

All staff will be required to refer to policies the school may hold for clarification of practices and procedures.

### **Swimming**

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

Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons. Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

### **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. Consent from a parent/carer will be obtained and recorded prior to any offsite visit.

### **Policy review**

This policy is reviewed every **two years** by the **SENDCO** and the **Headteacher**.

The scheduled review date for this policy is **October 2025**.

## RECORD OF AGENCIES INVOLVED

Child's Name..... DOB.....

Name/Role	Address/phone/email
Parent/Carer	
School Nurse/Health visitor	
Continence Advisor	
Physiotherapist	
Occupational Therapist	
Hospital Consultant	
Hospital School Service	
Physical/Sensory Service	
GP	
EP	
Social Worker	

## RECORD OF INTIMATE CARE INTERVENTION

Child's Name..... DOB.....

Name of Support Staff Involved.....

[illegible]



## Working towards Independence Record

Child's Name.....DOB.....

Name of Support Staff Involved.....

I can already

Aim:

I will try to

Review date.....

Parents/Carers.....C

Child (if appropriate).....

Personal Assistant.....

Senior Management/SENCo.....

Date.....

### Permission to Provide Intimate Care

Child's Last Name	
Child's First Name	
Male/Female	
Date of birth	
Parent/Carers name	
Address	

I understand that;

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 the Headteacher of any medical complaint my child may have which affects  
issues of intimate care.

Name.....

Signature.....

Relationship to child.....

Date.....