

# Intimate Care Policy

**OUR SCHOOL PRAYER:**

*What does the Lord ask of you?*

*To act justly, to love mercy and to walk humbly with your God.*

Micah 6vs.8

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## Statement of intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England High School 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 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.

Signed by:

	<b>Co-Chair of Governors</b>	Date: <u>07/10/2021</u>
<u>K Thornton</u>	<b>Co-Chair of Governors</b>	Date: <u>07/10/2021</u>
	<b>Acting Headteacher</b>	Date: <u>07/10/2021</u>

<b>Date of adoption</b>	30th January 2020
<b>Date of review</b>	7 <sup>th</sup> October 2021
<b>Review date</b>	October 2022

## **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 (2021) 'Keeping children safe in education'

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

- Health and Safety Policy
- Manual Handling Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct Guidance
- Confidential Reporting Code for Schools (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. This is the responsibility of Interserve FM.

- 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, in line with the Sandwell Procedures for the Safe Handling, Treatment and Disposal of Bodily Fluids.
- 3.5 Where one pupil requires intimate care/toileting, nappies, incontinence pads, and medical bags will be disposed of in a hygiene 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:
- Items will be placed into a hygiene bin
  - Interserve FM will ensure that the bin is emptied on a daily basis and that the contents are disposed of appropriately
- 3.7 The changing area or toilet will be left clean.
- 3.8 Hot water and soap are available to wash hands.
- 3.9 Paper towels are 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.
- 4.2 Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.
- 4.3 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 – in hygiene room on level 2
  - non-slip step
  - cupboard
  - adapted toilet seat or commode seat
  - hoist
  - swivel mat
  - disposable gloves/aprons
  - tissue rolls (for changing mat/cleansing)
  - supply of hot water
  - soap
  - barrier creams (these are supplied by parents if required)
  - antiseptic cleanser for staff

- antiseptic cleanser for the changing bed/mat
- clinical waste bag

- 4.2 The school has three hygiene rooms, one on each floor of the school, with a washbasin that include three changing areas.
- 4.3 Mobile pupils will be changed while standing up.
- 4.4 Pupils who are not mobile will be changed on a purpose-built changing bed or 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. 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.
- 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 if this is not covered in their care plan or in the Manual Handling Policy.
- 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 Arrangements will be made for how often the 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.
- 5.10 The family's cultural practices will always be taken into account for cases of intimate care.
- 5.11 Where possible, only same-sex intimate care will be carried out.
- 5.12 Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 5.13 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 school.
- 6.2 Parents will provide spare nappies, incontinence pads, medical bags and a change of clothing in case of accidents.
- 6.3 A copy of this policy will be provided to parents to ensure that they understand the policies and procedures surrounding intimate care.
- 6.4 Parents will inform the school should their child have any marks/rashes.

## **7. Safeguarding**

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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. The school uses a ratio of 1:2.
- 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 DSP immediately.
- 7.6 Special consideration will be taken to ensure that bullying and teasing does not occur.

## **8. Offsite visits**

- 8.1 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.
- 8.2 Staff will apply all the procedures described in this policy during residential and off-site visits.
- 8.3 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.
- 8.4 Consent from a parent will be obtained and recorded prior to any offsite visit.

## **9. Toilet training**

- 9.1 Members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet.
- 9.2 Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked.

- 9.3 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.
- 9.4 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.
- 9.5 Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where pupils are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.
- 9.6 Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.
- 9.7 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.
- 9.8 To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.
- 9.9 Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed at handover with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the headteacher and the pupil's parents.

## **10. Monitoring and review**

- 10.1 This policy is reviewed every year by the headteacher and the DSP.
- 10.2 All changes are communicated to relevant stakeholders.
- 10.3 The scheduled review date for this policy is October 2022.

**Appendix a: 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)

## **Appendix b: 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)'

### **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 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 and bleach on a daily basis, and toilets are cleaned between use by different pupils.

3.2 Facilities can only be used by one pupil at a time – the school 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 October 2022.