

# 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

## **Contents:**

Statement of intent

1. Legal framework
2. Definitions
3. Health and safety
4. Staff and facilities
5. School responsibilities
6. Parental responsibilities
7. Safeguarding
8. Offsite visits
9. Monitoring and review

Appendices

Appendix A: Toilet Management Plan

## 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 vision:


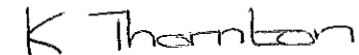
- to show love, care, and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential.

St Michael's Church of England High School takes the health and wellbeing of its students very seriously. As described in the Supporting Students with Medical Conditions Policy, the school aims to support students 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 student with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Students will always be treated with care and respect when intimate care is given, and no student will be left feeling embarrassed.

Signed by:

	Headteacher	Date:	<u>05.12.2024</u>
	Chair of governors	Date:	<u>05.12.2024</u>

<b>Date of adoption</b>	30th January 2020
<b>Date of review</b>	5 <sup>th</sup> December 2024
<b>Review date</b>	October 2025

## 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
- Health and Safety at Work Act 1974
- The Manual Handling Operations Regulations 1992
- Equality Act 2010
- DfE (2024) '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 Students 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 student

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

2.5 The provision of personal care will always be deemed to be **regulated activity** regardless of frequency and whether they are supervised or not.

### **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 who is required to assist a student with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Students with Medical Conditions Policy.
- 3.3 Staff will wear disposable aprons and gloves while assisting a student 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 student 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 student requires intimate care, nappies, incontinence pads and medical bags will be disposed of 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 students 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 students will be changed while standing up.

4.4 Students 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 students, 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 student prior to them attending the school.

5.2 Students who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents welcome.

5.3 In liaison with the student and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any student 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 students regarding toilet facilities.

5.5 The privacy and dignity of any student who requires intimate care will be respected at all times. A qualified member of staff will change the student or assist them in changing themselves if they become wet, or soil themselves. Any student 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 student should be routinely changed if the student is in school for a full day, and the student will be changed by a trained member of staff. A minimum number of changes will be agreed.

5.10 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.

5.12 Parents will be contacted if the student 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.
- 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 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 students in their care as an extra safeguard to both staff and students involved.
- 7.4 Parents will come to an agreement with staff in determining how often their child will need to be changed, and only trained staff will do the changing.
- 7.5 Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many carers will need to be present when the student requires intimate care. The school uses a ratio of 1:2 (a minimum of two).
- 7.6 If any member of staff has concerns about physical changes to a student's presentation, such as marks or bruises, they will report the concerns to the DSP immediately.
- 7.7 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 student'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 students 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 student 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 students 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 students and will not make negative facial expressions or negative comments. Students' 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 students 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 Students will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.
- 9.7 If a student has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age, and parents/carers will be informed.
- 9.8 To build independence, students 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 student to ensure there is consistency with the approach at home. Students' progress is discussed at handover with parents. If any student is struggling with toilet training techniques or has any issues, e.g., a rash, this will be discussed with the headteacher and the student'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 2025.



## Appendix A: Toilet Management Plan

Student's name:	Class/year group:
Name of personal assistant:	
Date:	Review date:
<b>Area of need</b>	
<b>Equipment required (stated on Personal Risk Assessment)</b>	
<b>Locations of suitable toilet facilities</b>	
<b>Support required</b>	<b>Frequency of support</b>

### Working towards independence

Student will try to:	Personal assistant will:	Parents will:	Target achieved date:

Signed: \_\_\_\_\_ Parent

Signed: \_\_\_\_\_ Personal assistant

Signed: \_\_\_\_\_ Second member of staff

Signed: \_\_\_\_\_ Student (where appropriate)