



## St Charles Catholic Primary School Intimate Care Policy

### Mission Statement

*"Let all that you do be done in Love.*

This Policy was adopted by The Local Governing Body of St Charles Catholic Primary School	
Date: 4/9/2020	Signed by: Elizabeth J. Powell.
It will be reviewed in 2 years	

*Love is made possible with respect." St Charles Borromeo*

At St Charles' we pray, love and learn together as one school family, with Christ at our centre. We create and experience joy every day in our home, our school and our parish.

#### Vision

Children will leave St. Charles':

- With a love for learning.
- With Christ in their hearts.
- With outstanding manners.
- Showing care and respect for all.
- Having achieved their best.
- With a sense of pride and confidence.
- With a deep sense of responsibility.
- With life-long skills to enhance their future.

#### Values:

Everyone at St. Charles' will be:

- Compassionate
- Aspirational
- Determined
- Enthusiastic
- Humble
- Friendly
- Trustworthy

## 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. Swimming
9. Offsite visits
10. Medical procedures

### Appendices

- a) Record of intimate care intervention
- b) Toilet management plan
- c) Agreement between pupil and personal assistant

## **Statement of intent**

St Charles 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.

We recognise our duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment that affects 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.

## 1. Legal framework

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

- Keeping Children Safe in Education 2015
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

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

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medications Policy
- COVID 19 risk assessment

## 2. Definitions

2.1. Intimate care is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedures
- 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 and nappies, 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.
- 3.2. Staff will wear fresh aprons and disposable gloves while assisting a pupil in the toilet or while changing a nappy/incontinence pad.
- 3.3. Due to COVID-19 staff will now also wear full PPE when assisting a child or changing nappies.
- 3.4. Soiled nappies/incontinence pads will be securely double bagged and disposed of appropriately.
- 3.5. Where one pupil requires intimate care/toileting, nappies/incontinence pads will be disposed of in an ordinary bin, as per health and safety guidelines.
- 3.6. The changing area or toilet will be left clean using anti-bac spray. Hot water and soap are available to wash hands.
- 3.7. 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. 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
  - 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
- 4.2. St Charles' has one extended disabled toilet facilities with a washbasin which includes one changing area.
  - 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/carers, an individual healthcare plan will be created to ensure that reasonable adjustments are made for any Pupil with a health condition or disability.
- 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.
- 5.8. Members of staff will react to accidents in a calm and sympathetic manner.
- 5.9. Accurate records of times, staff, and any other details of incidents of intimate care will be kept, and they will be stored in a secure location.
- 5.10. 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.

- 5.11. A minimum number of changes will be agreed.
- 5.12. The family's cultural practices will always be taken into account for cases of intimate care.
- 5.13. Where possible, only same-sex intimate care will be carried out.
- 5.14. Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 5.15. 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, wet wipes and a change of clothing in case of accidents.
- 6.3. 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.
- 6.4. Parents will inform the school should their child have any marks/rashes.
- 6.5. 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.

## **7. Safeguarding**

- 7.1. Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- 7.2. 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.
- 7.3. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the Pupil.
- 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 is toileted.

7.5. If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will immediately report the concerns to the Child Protection Officer.

## **8. Swimming**

8.1. Pupils in Years 3 to 6 may participate in swimming lessons: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

8.2. Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

8.3. Special consideration will be taken to ensure that cases of bullying or teasing do not occur.

8.4. Details of any arrangements will be recorded in the pupil's care plan.

## **9. Offsite visits**

9.1. Before offsite visits, including residential trips, the pupil's care plan will be amended to include procedures for intimate care whilst off the school premises.

9.2. Staff will apply all the procedures described in this policy, during residential and off-site visits.

9.3. 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.

9.4. Parental consent will be obtained and recorded prior to any offsite visit.





## Appendix 2 – Toilet Management Plan

Pupil's name:		Class/Year group:	
Name of support staff:			
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/carers will	Target achieved date

Signed \_\_\_\_\_ Parent/Carer

Signed \_\_\_\_\_ Member of staff

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

## Appendix 3 – Agreement Between Pupil and Personal Assistant

Pupil's name: \_\_\_\_\_ Class/Year group: \_\_\_\_\_

Name of support staff involved : \_\_\_\_\_

Date: \_\_\_\_\_

Review date: \_\_\_\_\_

### Support staff

As the personal assistant helping you in the toilet, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you in the toilet. I will 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.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan.

### Pupil

As the pupil who requires help in the toilet 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 the toilet, 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: \_\_\_\_\_ Member of staff

Signed: \_\_\_\_\_ Pupil

