

Hothfield Junior School

Policy for Intimate Care In Schools

The Governors and staff of Hothfield Junior School take 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 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 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.
- This policy has due regards to the relevant legislation and guidance, including, but not limited to the following:
 - Keeping Children Safe in Education 2016
 - The Children and Families Act 2014
 - The Education Act 2011
 - The Health Act 2010
 - The Equality Act 2010
- For the purpose of this policy, intimate care is defined as any care which may involve the following:
 - **Washing**
 - **Touching**
 - **Carrying out and 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 not be able to meet their own needs for a variety of reasons and will require regular support.
- If members of staff are required to assist a pupil with changing a medical bag, they will be trained to do so.

- When assisting a pupil in the toilet, changing incontinence pads or a medical bag will wear disposable gloves and apron.
- Incontinence pads and medical bags will be disposed of appropriately.
If only one pupil requires intimate care and help with going to the toilet or help changing an incontinence pad or medical bag, these will be disposed of in an ordinary bin as per Health and Safety guidelines.
- Hothfield Junior School has one disabled toilet facility with a washbasin and a hoist. Staff will be trained to use the hoist when necessary.
- Staff will be supported to adapt their care in relation to the needs of the individual pupils including changes during the onset of puberty or menstruation.
- Staff involved in intimate care will not take part in the delivery of sex education to the pupils in their care as a safeguard to both staff and pupils.
- Arrangements should be made with a pupil's parents and healthcare professionals with regards to the needs of the pupil.
- Pupils who require intimate care should be involved in the planning for their own needs whenever possible.
- A detailed care plan should be created each pupil who requires intimate care. This will be read and signed by parents/carers and staff responsible for the intimate care.
- If a pupil needs changing or needs incontinence pads or medical bags changing, arrangements will be made as to how many times during the day this should take place.
- The family's cultural practices will be taken into account in all cases of intimate care.
- Wherever possible, only same-sex intimate care will be carried out.
- The rights, privacy and dignity of any pupil who requires intimate care will be respected at all times. All incidences of intimate care including toileting accidents will be dealt with in a calm and sympathetic manner.
- Special consideration should be given in all cases to ensure that teasing or bullying does not occur.
- If a pupil refuses to be changed or becomes distressed through the process, the parents/carers will be contacted.
- Excellent standards of hygiene will be maintained at all times when carrying out intimate care.
- Accurate records will be kept of times, staff and other details of intimate care.
(*appendix 1*)

Parental Responsibilities

- Parents/carers will change their child, or assist them with going to the toilet, at the latest possible time before bringing them to school.
- Parents/carers will provide spare nappies, incontinence pads, medical bags, wipes and spare clothing in case of accidents.
- A copy of this policy and the pupil's care plan will be read and signed to ensure that the policies and procedures surrounding intimate care are understood.
- Parents/carers should inform school if their child has any marks or rashes.

Swimming

- Pupils are entitled to privacy when changing, however some children may need supervising or assistance.
- Parental consent will be obtained if a pupil needs assistance before or after a swimming lesson.
- Special consideration should be given to ensure that teasing or bullying does not occur.

Offsite visits

- A pupil's intimate care plan will be checked with parents/carers and updated before any off-site or residential visits.

All procedures in this policy will be continued and followed during and off site or residential visits.

--	--	--	--

Record of intimate care intervention