



Intimate Care Guidelines 2017-2018

Statement of intent

Clifton Green takes 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 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.

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

- Health and Safety Policy
- Child Protection Policy
- Staff Handbook
- Whistleblowing Policy

1. Definitions

1.1. For the purpose of these guidelines, 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

1.2. 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.

1.3. 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.

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

1.5. Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so.

1.6. Staff will wear disposable gloves and a disposable apron while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

- 1.7. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of in a designated nappy bin.
- 1.8. The changing area or toilet will be left clean.
- 1.9. Hot water and soap are available to wash hands.
- 1.10. Paper towels are available to dry hands.

2. Staff and facilities

- 2.1. 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, adapted toilet seat or commode seat, hoist, swivel mat, disposable gloves/aprons, nappies, pads and medical bags, tissue rolls (for changing mat/cleansing), supply of hot water and soap, barrier creams, antiseptic cleanser for staff, antiseptic cleanser for the changing bed/mat, clinical waste bag and spillage kit.

- 2.2. School has two extended disabled toilet facilities with a washbasin and changing area.
- 2.3. Mobile pupils will be changed while standing up.
- 2.4. Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.
- 2.5. 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.

3. School responsibilities

- 3.1. Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- 3.2. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- 3.3. 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.
- 3.4. Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
- 3.5. The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- 3.6. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.

- 3.7. 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/carers.
- 3.8. Members of staff will react to accidents in a calm and sympathetic manner.
- 3.9. Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.
- 3.10. A minimum number of changes will be agreed.
- 3.11. The family's cultural practices will always be taken into account for cases of intimate care.
- 3.12. Where possible, only same-sex intimate care will be carried out.
- 3.13. Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 3.14. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

4. Parental responsibilities

- 4.1. Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- 4.2. Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- 4.3. Parents/carers will inform the school should their child have any marks/rashes.
- 4.4. 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.

5. Safeguarding

- 5.1. Only members of staff who have an enhanced DBS certificate are permitted to undertake intimate care duties.
- 5.2. 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.
- 5.3. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- 5.4. 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.
- 5.5. 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 Headteacher immediately.

6. Swimming

- 6.1. Pupils in Key Stage 2 regularly participate in swimming lessons at Bootham School, during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- 6.2. Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.
- 6.3. Special consideration will be taken to ensure that cases of bullying or teasing do not occur.
- 6.4. Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

7. Offsite visits

- 7.1. 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.
- 7.2. Staff will apply all the procedures described in these guidelines during residential and off-site visits.
- 7.3. Consent from a parent/carer will be obtained and recorded prior to any offsite visit.