



Intimate Care Policy

Updated July 2023	
Next Update due July 2027	

Werrington Primary School Policy for Intimate Care

Statement of intent

Werrington Primary School takes the health and wellbeing of its pupils very seriously. As described in the Supporting Pupils with Medical Needs 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, sensitivity and respect when intimate care is given, and no pupil will be left feeling embarrassed or as if they have created a problem.

Legal framework

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

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2022) 'Keeping children safe in education'

Definitions

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

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

Health and safety

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

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

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

These should be disposed of in the nappy bin (yellow bin liner) in the conservatory area between the reception corridor and the KS1 hall.

Where possible, children will be supported in changing or changed in the relevant year group and gender toilets. If an adult needs to enter the cubicle with the child they will discretely make another adult aware that changing is taking place and that other adult will remain within earshot.

In cases where this is not possible, for example the child needs to lie down to be changed, the disabled toilet near the music room or a designated changing station, elsewhere in school, will be used. Two adults should be in the disabled toilet while the changing occurs as the door will need to be closed. Changing stations will be screened to provide privacy from other children, but as with changing in cubicles other members of staff will be informed that changing is occurring and should remain within earshot.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels or a hand dryer will be available to dry hands.

Staff and facilities

Staff members who provide intimate care will be made aware of what is considered good practice and if intimate care involves specific medical duties such as tube feeding, will be suitably trained.

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:

Where possible and practical, with agreement from parents and carers, mobile pupils will be changed while standing up. Pupils who are not mobile or where this is not practical, will be changed on a purpose-built changing bed or changing mat on the floor.

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, if needed.

School responsibilities

General intimate care

Some children, especially in the younger year groups, will have occasional toileting accidents or need a little support changing for activities such as swimming, but will not need regular intimate care. In these cases, they will be supported to change/ clean up in a way that encourages them to be as independent as possible while minimising distress, following the principles of this policy. If staff need to wipe/ support to remove or put on clothing then parents will be informed of this. In these situations an individual care plan is not needed.

School Responsibilities

School will consult with parents and carers about care needs, where these are apparent, prior to the child starting school. Where necessary other agencies such as OT and the school nursing service will be consulted, with parent/ carer consent.

Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible. Input from parents/ carers will be sought and parents will be invited to approach school at any time to discuss any questions or concerns they have about the support their child is receiving. Regular conversations will take place between staff and carers/ parents about progress towards toilet training or any other changes to care required. Individual Care plans will be updated as needed.

In liaison with the pupil and/ or 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.

The privacy and dignity of any pupil who requires intimate care will be respected at all times. A member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. Any pupil with wet or soiled clothing will be given spare clothing, nappies, pads, etc., as provided by the parents.

Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be logged on Medical Tracker.

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day.

The family's cultural practices will always be taken into account for cases of intimate care. Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

Parental responsibilities

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies, incontinence pads, medical bags, wet wipes, nappy cream if needed and a change of clothing in case of accidents.

A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.

Parents will inform the school should their child have any marks or rashes.

Safeguarding

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.

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.

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.

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

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.

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 [DSL](#) immediately.

Special consideration will be taken to ensure that bullying and teasing does not occur.

Offsite visits

Before offsite visits, including residential trips, the pupil's individual intimate plan will be considered to ensure it includes procedures for intimate care whilst off the school premises.

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

Toilet training

Members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet.

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.

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.

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.

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, for an extended period of time, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

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.

To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is generally discussed at handover with parents. If parents are not comfortable with this arrangement or are not often present at handover then they should inform school and alternative forms of communication will be offered.

Monitoring and review:

This policy is reviewed every [four years](#).

The scheduled review date for this policy is [July 2027](#)

Record of Intimate Care Intervention

Pupil's name:		Class/year group:		
Name of staff involved:				
Date:				
Date	Time	Procedure	Staff signature	Second signature/ if relevant

Toileting / Changing Care Plan

Pupil's name:	Class/year group:
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Staff frequently involved in providing care:	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Pupil will try to	Personal assistant will	Parents will	Target achieved date

Signed _____ Parent

Signed _____

Member/s of staff

Signed _____ Pupil (where appropriate)