



**Alma  
Primary**

עולם חסד יבנה  
A world built on kindness

# **Alma Primary Intimate Care Policy**

## **Policy no. 31**

Responsibility: *Marc Shoffren*  
GB Body : *Safeguarding & wellbeing Sub Com.*  
Start date: *November 2018*  
Last review date: *October 2022*

### **Contents**

Executive Summary & Introduction	<i>Page 1</i>
Legal Framework	<i>Page 2</i>
Health and Safety	<i>Page 3</i>
Staff and Facilities	<i>Page 3</i>
School responsibilities	<i>Page 4</i>
Parental responsibilities	<i>Page 5</i>
Safeguarding	<i>Page 6</i>
Swimming	<i>Page 6</i>
Off site visits	<i>Page 7</i>

### **Policy Development**

<b>Change</b>	<b>Responsible</b>	<b>Date</b>
Updates inc off-site visits.	MJS	Oct 22

### Executive summary

***A copy of this executive summary is in the staff handbook – any changes to this policy should be reflected there.***

#### Key points:

- This policy represents the agreed principles for intimate care throughout the school.
- The governing body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any child with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.
- Children will always be treated with care and respect when intimate care is given, and no child will be treated in a way which is likely to cause embarrassment.

#### Introduction:

From time to time it is necessary for staff at Alma to provide care for a child, which involves washing or administering medication in an intimate manner, either on a short- or long-term basis. This policy provides guidance to staff, governors and families, ensuring that the highest standards of privacy, dignity and safeguarding to the child or children concerned.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents / carers in how intimate care is administered
- To ensure parents / carers are consulted in the intimate care of their children

### 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 2022
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2009
- The Equality Act 2010

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

- Health and Safety Policy
- Medication Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy

## **Alma Primary Intimate Care Policy**

### **2. Definitions**

- 2.1. For the purpose of this policy, intimate care is defined as any care which may involve the following:
- Washing
  - Carrying out an invasive procedure
  - Changing a child who has soiled themselves
  - Assisting in toilet issues
  - Providing comfort to an upset or distressed child, along with other support that relates to bodily function.
- 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. Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **3. Safeguarding**

- 3.1. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.
- 3.2. Each child's right to privacy will be respected. Normally two members of staff will be involved in providing intimate care, in order to safeguard the child, however careful consideration will be given to each child's situation to determine how many carers are needed when the child requires intimate care.
- 3.3. If any member of staff has concerns about physical changes to a child's presentation, such as marks or bruises, they will report the concerns to the Designated Safeguarding Lead immediately.

### **4. School responsibilities**

- 4.1. The privacy and dignity of any child who requires intimate care will be respected at all times.
- 4.2. Members of staff will react to accidents in a calm and sympathetic manner.
- 4.3. Where appropriate, arrangements will be made with an appropriate agency to discuss the personal care needs of any child prior to them attending the school.
- 4.4. Children who require intimate care will be involved in planning for their own healthcare needs, wherever possible.
- 4.5. Wherever relevant, staff involved in intimate care who are also involved in the delivery of sex education to the children in their care, will be mindful of the potential discomfort that this might cause and will put in place reasonable measures to mitigate potential embarrassment.
- 4.6. Any child with wet or soiled clothing will be assisted in cleaning themselves by an appropriately trained member of staff and will be given spare clothing, nappies, pads, etc., as provided by the parents/carers.
- 4.7. In liaison with the child and parents/carers, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any child with a health condition or disability. This plan will include the named staff member responsible for the plan.

## **Alma Primary Intimate Care Policy**

- 4.8. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in the school office.
- 4.9. 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.
- 4.10. A minimum number of changes will be agreed.
- 4.11. Staff will also be mindful of cultural practices, where known, that might be relevant and take these into account when administering intimate care.
- 4.12. Where relevant and possible, intimate care will be carried out by an adult of the same sex. In situations where individuals are transitioning, personal preferences will be taken into account.
- 4.13. Parents/carers will be contacted if the child refuses to be changed, or becomes distressed during the process.
- 4.14. High standards of hygiene will be maintained at all times when carrying out intimate care.

### **5. Staff and facilities**

- 5.1. Staff members who provide intimate care will receive training, which includes elements of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from a physiotherapist or occupational therapist.
- 5.2. Alma has three disabled toilet facilities with a washbasin.
- 5.3. Mobile children will be changed while standing up.
- 5.4. Children who are not mobile will be changed on a changing mat on the floor.
- 5.5. Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty or menstruation.

### **6. Parental responsibilities**

- 6.1. Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- 6.2. Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- 6.3. Where a child has identified intimate care needs, a copy of this policy will be shared with parents/carers to ensure that they understand the policies and procedures surrounding intimate care.
- 6.4. Parents/carers will inform the school should their child have any marks/rashes.

### **7. Health and safety**

- 7.1. Specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids are detailed in Alma's Health and Safety Policy.
- 7.2. Any member of staff that is required to assist a child with changing a medical bag (such as a colostomy bag) will be trained to do so and will carry out the procedure in accordance with the medical advice.
- 7.3. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
- 7.4. Following an incident of intimate care, staff must use hot water, soap and hand dryers to wash and dry their hands.
- 7.5. Soiled nappies, incontinence pads and medical bags will be double wrapped and disposed of appropriately. Soiled nappies, incontinence pads and medical bags must be double

## **Alma Primary Intimate Care Policy**

wrapped and can normally be disposed of in an ordinary bin, or as appropriate in accordance with medical advice and in keeping with Alma's health and safety guidelines.

7.6. The changing area or toilet must be washed or wiped with antiseptic wipes and left clean.

### **8. Swimming**

8.1. Children in two year groups in Key Stage 2 participate in swimming lessons, normally on a weekly basis for half a term. During these lessons, children are entitled to privacy when changing; however, some children will need to be supervised during changing.

8.2. Parental consent will be obtained before assisting any child 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 additional arrangements will be recorded in the pupil's individual intimate care plan.

### **9. Offsite visits**

9.1. Before offsite visits, including residential trips, any intimate care plans for an individual child will be considered and 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, adapting them for the situation as required.

9.3. Consent from a parent/carer will be obtained and recorded prior to any offsite visit.