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| Wibsey Web Logo |

**WIBSEY PRIMARY SCHOOL**

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| **Policy for Intimate Care** |

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| Agreed by Governors  Date: | Full Governors | x |
| Finance and General Purposes |  |
| Teaching and Learning |  |
| Signed on behalf of Governing Body by Chair of Committee: |  |  |
| Approved |  |  |
| Review |  |  |

# Introduction

Wibsey Primary School and Nursery takes the health and wellbeing of its pupils seriously. The Intimate Care policy has been developed to safeguard children and staff; this applies to everyone involved in the intimate care of children. Children with physical and medical difficulties can be especially vulnerable and staff involved with their intimate care need to be sensitive to their individual needs; it is the school’s responsibility to support them and enable them to have a full and rich academic life. This policy should be read in conjunction with school’s Policy and Procedures for Safeguarding, Child Protection and Prevent. Please see the COVID risk assessment for further information regarding the pandemic.

The governing body recognises its duties and responsibility 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.

# Definition

Intimate Care may be defined as any activity which is required to meet the personal care needs of individual children who are unable to meet their own care needs for a variety of reasons. This can involve: washing, touching or carrying out an invasive procedure to intimate personal areas, changing a child who has soiled themselves, oral care, feeding, dressing or undressing, assisting in toileting, providing comfort to a distressed pupil and catheterisation.

# Legal Framework

This policy has due regard to relevant legislation and guidance:

* Keeping Children Safe in Education 2020
* Guidance on Safer working practices 2019
* Working together to safeguard children 2018
* The Children and Families Act 2014
* The Education Act 2011
* The Equality Act 2010
* Safeguarding Children and Safer Recruitment in Education 2011
* The Health Act 2006
* Safer Recruitment and Selection in Education Settings 2005

# Principles of Intimate Care

We believe that the issue of intimate care is a sensitive one and will require staff to be respectful of the pupils’ needs. The following are fundamental principles upon which this policy is based:

* Every child has the right to be safe
* Every child has the right to personal privacy
* Every child has the right to be valued as an individual
* Every child has the right to be treated with dignity and respect
* Every child’s dignity should always be preserved with a high level of privacy, choice and control

**Schools Responsibilities**

The school will:

* Ensure that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times
* Recognise that there is a need to treat all pupils with respect, especially when intimate care is given. No pupil should be attended to in a way that causes distress or pain.
* Ensure that the management of all pupils with intimate care needs will be carefully planned.
* Recognise that the pupils’ welfare and dignity is of paramount importance. Staff who provide intimate care will be trained to do so (including Safeguarding, Pupil Protection and Health and Safety training in moving) and be fully aware of best practice.
* Ensure that staff will follow intimate care arrangements made with parents or health professionals, and the child (if appropriate).
* In liaison with pupil and parents/carers, an intimate care plan may be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability
* Ensure that members of staff will react to accidents in a calm and sympathetic manner
* Ensure that accurate records of times, staff and any other details of incidents of intimate care will be kept in EYFS
* Ensure that parents/carers are contacted if the pupil refuses to be changed or becomes distressed during the process
* Ensure that excellent standards or hygiene are maintained at all times

# Health and Safety

Staff will be trained in maintaining cleanliness and hygiene, including dealing with spillages, vomit and other bodily functions. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately. The changing area or toilet will be left clean. Hot water and soap are available to wash hands. Paper towels are available to dry hands.

# Safety and Facilities

* Changing mat
* Hygiene room
* Disposable gloves
* Nappies, pads and medical bags
* Catheters
* Supply of hot water and soap
* Antiseptic cleanser for staff and for changing mat
* Clinical waste bag

Wibsey Primary School and Nursery has three disabled toilet facilities with a washbasin, a changing area.

**Parental Responsibilities**

The parents/carers will:

* Change their child or assist them in toilet training before coming to school
* Provide spare nappies, incontinence pads, catheters, medical bags, wet wipes and spare clothes
* Inform the school should their child have any marks/rashes
* Come to an agreement with staff in determining how often their child needs to be changed and who does the changing

# Safeguarding

Members of staff with a DBS Certificate are permitted to undertake intimate care duties. Each pupil has the right to privacy and this will be respected; careful consideration will be taken to determine the intimate care required. If there are concerns following a physical change to the child’s presentation, such as mark, rashes or bruises, this will immediately be reported to the Designated Safeguarding Lead.

# Swimming

The Year 5 curriculum incorporates weekly swimming lessons and pupils are entitled to privacy when changing; however, some pupils may need to be supervised or assisted. If this is the case, the views of the child and parent/carer will be taken into consideration first and will be reflected upon the risk assessment.

**Class Record of Intimate Care**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Child’s Name** | **Procedure** | **Staff signature** | **Second signature** |
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**Record of Intimate Care**

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| --- | --- | --- | --- | --- | --- |
| **Pupil’s Name:** | |  | **Class/Year Group:** | |  |
| **Name of staff:** | |  | | |  |
| **Date:** | |  | **Review date:** | |  |
| **Date** | **Time** | **Procedure** | | **Staff signature** | **Second signature** |
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**Individual Intimate Care Plan**

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| **Pupil’s Name:** | **Class/Year Group:** |
| **Date:** | **Review date:** |
| **Area of need** | |
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| **Equipment required** | |
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| **Locations of suitable toilet facilities** | |
|  | |
| **Support required** | **Frequency of support** |
|  |  |

# Working towards independence

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| --- | --- | --- | --- |
| **Pupil will try to** | **Personal assistant**  **will** | **Parent/carers will** | **Target achieved date** |
|  |  |  |  |

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

# Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Teacher/SENDCo