

Intimate Care Policy



ST HILDA'S
CE HIGH SCHOOL

WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY

Date Policy prepared: September 2020

Date agreed and ratified by governing body: 24th September 2020

Policy reviewed by: KEP

Date for next review: September 2022
(unless required sooner due to legislation change)

VALUE			THE POLICY	
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to ensure that all students that need intimate care support are treated with dignity so that they are included fully within the community of St Hilda's.</p> <p>The policy is designed to clearly outline the processes to be followed for students with intimate care needs and for staff that will be involved in the delivery of this care.</p>				

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Statement of intent

St Hilda's takes the health and wellbeing of our students very seriously. As described in our Accessibility and Medical Policies, we aim 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 Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Students will always be treated with care and respect when intimate care is given and no child will be left feeling embarrassed.

1. Definitions and examples

- 1.1. Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.
- 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 and nappies, menstrual hygiene, helping someone use the toilet or washing intimate parts of the body.
- 1.4. Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

2. Health and safety

- 2.1. Bodily fluids, blood and vomit will be cleaned as soon as possible after they are discovered. This is covered by the school's health and safety risk assessment.
 - 2.2. Staff will wear fresh aprons and disposable gloves while assisting a child in the toilet or while changing a nappy/incontinence pad.
 - 2.3. Soiled nappies/incontinence pads will be securely wrapped and disposed of appropriately.
 - 2.4. The toilet will be left clean and, where necessary, the caretaker/cleaning staff will be informed.
 - 2.5. Hot water and soap are available to wash hands.
 - 2.6. Paper towels or hand dryers are available to dry hands.
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3. Staff and facilities

- 3.1. Only staff members who are trained to provide intimate care will do so.
 - 3.2. St Hilda's has 10 disabled toilet facilities with washbasins.
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4. Responsibilities

4.1. The school will:

- 4.1.1. Arrange a multi-agency meeting to discuss the personal care needs of any student or to them attending the school.
- 4.1.2. Involve the child who requires intimate care in planning for their own healthcare needs wherever possible.
- 4.1.3. Create, in liaison with the child and parents/carers, an Individual Healthcare Plan to ensure that reasonable adjustments are made for any child with a health condition or disability.
- 4.1.4. Regularly consult with all parents and students regarding toilet facilities.
- 4.1.5. Maintain the privacy and dignity of any student who requires intimate care.
- 4.1.6. Change the child, or assist them in changing themselves if they become wet, or soil themselves.
- 4.1.7. Never leave a child in wet or soiled clothing.
- 4.1.8. React to accidents in a calm and sympathetic manner.
- 4.1.9. Keep accurate records of times, staff and any other details of incidents of intimate care.
- 4.1.10. Agree how often the child should be routinely changed if the child is in school for a full day, and designate a member of staff to change them.
- 4.1.11. Agree to a minimum number of changes.
- 4.1.12. Agree to encourage the child's participation in toileting procedures wherever possible.
- 4.1.13. Discuss and take the appropriate action to respect the cultural practices of the family.
- 4.1.14. Where possible, only allow same-sex intimate care.
- 4.1.15. Contact parents/carers if the child refuses to be changed, or becomes distressed during the process.
- 4.1.16. Maintain excellent standards of hygiene when carrying out intimate care.

4.2. Parents/carers should:

- 4.2.1. Change their child, or assist them in going to the toilet at the latest possible time before coming to school.
 - 4.2.2. Provide spare nappies/incontinence pads, wet wipes and a change of clothes in case of accidents.
 - 4.2.3. Read and sign this policy to ensure they understand the policies and procedures around intimate care.
 - 4.2.4. Inform the school should their child have any marks/rashes.
 - 4.2.5. Discuss with the school how often their child will need to be changed, and who will do the changing.
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5. Safeguarding

- 5.1.1. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.
 - 5.1.2. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.
 - 5.1.3. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.
 - 5.1.4. If any member of staff has concerns about physical changes to a child's presentation, such as marks or bruises, they will immediately report the concerns to the Child Protection Officer.
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Appendix 1 – Intimate care risk assessment

Hazard	Risks	Risk level (H.M.L)	Precautions Needed	Risk Level Achieved (H.M.L)	Additional Action Needed
Trips, slips, falls	Major or minor risk to staff and children.	M	Toileting protocol in place and owned by all staff. Spillages of urine or faeces dealt with promptly.	L	Protocol followed. Spillage equipment available.
Health risks	Health risks to students and staff e.g. infection, diarrhoea, vomiting.	M	Protocol in place and owned by all staff. All staff trained in good hygiene practice. Staff aware of infection/health risks.	L	Protocol reviewed regularly and all staff receive refresher training.
Manual Handling	Major or minor risk of injury to staff and students.	M	Risk assessment in place. Staff training undertaken.	L	Staff members attend refresher training at regular intervals.
Inadequate changing facilities	Health and safety risk to staff and students.	M	Good hygiene practice, regular disinfecting of area. Privacy and dignity of student maintained.	L	Action plan prioritised.
Child protection (CP)	Injury to student or allegations against staff.	L	All staff members receive CP training and aware of best practice. All staff DBS checked. Protocol in place.	L	Staff members attend refresher training at regular intervals.
Equipment failure	Injury to student or staff.	L	Regular equipment maintenance by a competent adult. Regular staff checks. Faults reported.	L	
Fire	Injury or death.	M	H&S policy in place. Advice from Fire Service about safe practices and refuge areas.	L	Regular fire drills. All staff and students aware of fire safety procedures.

Appendix 2 - Record of intimate care intervention

Student's Name: _____ Form Group: _____

Name of Support Staff Involved: _____

Date	Time	Procedure	Staff signature	Second signature

Appendix 3 - Toilet management plan

Student's Name _____ Class/Year Group _____

Name of Support Staff Involved _____

Date of Record _____ Review Date _____

Area of Need:	
Equipment required:	
Location of suitable toilet facilities:	
Support required:	Frequency of support:

Working towards Independence

Student will try to	Personal Assistant will	Target achieved (date)

Signed _____ Parents/Carers

Signed _____ Member of Staff

Signed _____ Second Member of Staff

Signed _____ Student (if appropriate)

Appendix 4 - Agreement between student and personal assistant

Student's Name _____ Form _____

Name of Support Staff Involved _____

Date _____ Review Date _____

Support Staff

As the personal assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you in the toilet. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing.
- I will check that you are as comfortable as possible, both physically and emotionally.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan.

Student

As the student who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible, to let you know a few minutes in advance, that I am going to need the toilet so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break time or at the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

Signed _____ Member of Staff

Signed _____ Student (if appropriate)

Appendix 5 - Permission for school to provide intimate care

Child's Full Name	
Male/Female	
Date of Birth	
Parent/Carer's Full Name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Signed _____

Full Name _____

Relationship to Child _____

Date _____