



Sparhawk Infant and Nursery Intimate Care Policy

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1.

Approved by: Headteacher

Date: 6.7.2022

Next review due by: July 2024

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Statement of intent

Sparhawk Infant and Nursery School takes the health and wellbeing of its pupils very seriously. As described in the Supporting Pupils with Medical Conditions 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 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.

2. Legal framework

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

- Keeping Children Safe in Education 2016
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

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

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

3. Definitions

3.1. For the purpose of this policy, intimate care is defined as any care which may involve the following:

- Washing
- Changing a child who has soiled themselves
- Changing nappies
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

- 3.2. 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.
- 3.3. Examples of intimate care include support with dressing and undressing (underwear), changing nappies, helping someone use the toilet.
- 3.4. Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

4. Health and safety

- 4.1. **Sparhawk's Health and safety policy** lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.
- 4.2. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
- 4.3. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.
- 4.4. Where one pupil requires intimate care/toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.
- 4.5. The changing area or toilet will be left clean.
- 4.6. Hot water and soap are available to wash hands.
- 4.7. Paper towels are available to dry hands.

Nursery

- 4.8. Staff, on home visits before a child joins our setting, will discuss toileting patterns with parents.
- 4.9. Children who are in nappies/pull ups will have an agreement between staff and parents of the amount of changes and level of support needed. This will be done verbally and a form will be signed by both parties to confirm agreement (see appendix)
- 4.10. All nappies/pull up changes will be logged

5. Staff and facilities

- 5.1. 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:
 - Changing mat
 - Non-slip step
 - Cupboard
 - Adapted toilet seat or commode seat
 - Disposable gloves/aprons
 - Nappies, pads and medical bags

- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag

5.2. **Sparhawk** has **one** disabled toilet facilities with a washbasin

5.3. Mobile pupils will be changed while standing up.

5.4. Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.

5.5. 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.

6. **School responsibilities**

6.1. Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.

6.2. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.

6.3. 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.

6.4. Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.

6.5. The privacy and dignity of any pupil who requires intimate care will be respected at all times.

6.6. 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.

6.7. Members of staff will react to accidents in a calm and sympathetic manner.

6.8. Accurate records of times, staff, and any other details of incidents of intimate care will be kept, and they will be stored in the **office**. For diamond class they are stored in their kitchen.

6.9. 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.

6.10. A minimum number of changes will be agreed.

6.11. The family's cultural practices will always be taken into account for cases of intimate care.

6.12. Where possible, only same-sex intimate care will be carried out.

6.13. Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

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

7. Parental responsibilities

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

7.2. Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

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

7.4. Parents/carers will inform the school should their child have any marks/rashes.

7.5. 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.

8. Safeguarding

8.1. Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

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

8.3. 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.

8.4. 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 **Child Protection Officer** immediately.

9. Offsite visits

9.1. 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.

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

9.3. Meetings with pupils away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the **headteacher**.

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

10. Policy review

10.1. This policy is reviewed every **two years** by the **headteacher**.

10.2. The scheduled review date for this policy is **May 2022**



Intimate Care Agreement.

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which are children are unable to do for themselves arising from the child's stage of development.

Intimate care may involve helping with drinking, eating, dressing, toileting, or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Name of child

- I give permission to Sparhawk to provide appropriate intimate care to my child.
- I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.
- I have discussed with my child's class teacher the approach that I would like them to take for this the details are outlined above.

Signed Parent/Carer date.

Signed Class teacher date.

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