



Minerva
Learning Trust

Intimate Care Policy

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Changes to this edition

First edition

1. Purpose

Minerva Learning Trust takes the health and wellbeing of its students very seriously. As described in the Supporting Students with Medical Conditions Policy, the Trust aims to support students 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 student with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Students will always be treated with care, sensitivity and respect when intimate care is given, and no student will be left feeling embarrassed or as if they have created a problem.

The purpose of this policy set out our approach to providing intimate care for students across Minerva Learning Trust to ensure that all staff responsible for the intimate care of children undertake these duties in a professional, safe and sensitive manner.

2. Policy Aims

This policy aims to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

3. Links to other Documents

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

This policy operates in conjunction with the following school policies:

- Trust and school Health and Safety Policy (including First Aid Policy)
- Trust Supporting Students with Medical Conditions Policy
- Trust and school Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Trust Whistleblowing Policy

4. 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 student

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.

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

5. Responsibilities

School responsibilities

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

Where possible, students who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents welcomed.

In liaison with the student and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any student with a health condition or disability.

Regular consultations will be arranged with all parents and students regarding toilet facilities.

The privacy and dignity of any student who requires intimate care will be respected at all times. A qualified member of staff will change the student, or assist them in changing themselves if they become wet, or soil themselves. Any student 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.

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 kept in a Record of Intimate Care Intervention, and they will be stored in the medical room.

Arrangements will be made for how often the student should be routinely changed if the student is in school for a full day, and the student will be changed by a designated member of staff. A minimum number of changes will be agreed.

The family's cultural practices will always be taken into account for cases of intimate care. Where possible, only same-sex intimate care will be carried out.

Parents will be contacted if the student 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 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.

Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

6. 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.

Any member of staff that is required to assist a student with changing a medical bag will be trained to do so.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately. The disposal bin should be lined and emptied daily, replacing the used bin liner.

Where one student requires intimate care or toileting support, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

The changing area or toilet will be left clean. Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.

Hands should be thoroughly washed afterwards using the hot water and soap available. Paper towels will be available to dry hands.

Staff should complete the school's intimate care record/log after each occasion where intimate care has been provided.

7. Staff and facilities

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good practice.

Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

Suitable equipment and facilities will be provided to assist students who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step

- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school will make available access to disabled toilet facilities which will include a washbasin. This will include a designated changing area where possible. Where this is not possible, a separate changing area will be designated by the school.

Mobile students will be changed while standing up. Students who are not mobile 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 students, taking into account developmental changes such as the onset of puberty or menstruation.

8. 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.

It is best practice from a health and safety and safeguarding perspective to have two members of staff present. For planned and regular intimate care this must be the case. If this is not possible then the reasons for this must be recorded and reported to DSL / Headteacher. This will usually result in the a review of the Intimate Care Plan.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the students in their care as an extra safeguard to both staff and students involved.

Individual intimate care plans will be drawn up for students as appropriate to suit the circumstances of the student. (SEE APPENDIX 1)

Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many carers will need to be present when the student requires intimate care.

If any member of staff has concerns about physical changes to a student's presentation, such as marks or bruises, they will report the concerns to the Designated Safeguarding Lead immediately.

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

9. Swimming and off site visits

Swimming

- Students who regularly participate in swimming lessons, are entitled to privacy when changing; however, some students will need to be supervised during changing.
- Parental consent will be obtained before assisting any students in changing clothing before and after swimming lessons.
- Details of any additional arrangements will be recorded in the student's individual intimate care plan.

Offsite visits

- Before offsite visits, including residential trips, the student's individual intimate plan will be amended to include 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.
- Meetings with students away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the headteacher.

10. Toilet Training

Members of staff providing care will inform another member of staff prior to taking a student 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 students 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 students and will not make negative facial expressions or negative comments. Students' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where students are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

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

If a student 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, students 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 student to ensure there is consistency with the approach at home. Students' progress is discussed at handover with parents. If any student is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the headteacher and the student's parents.

10. Monitoring and Evaluation

This policy is reviewed every two years and approved by the Trust Board. All changes are communicated to relevant stakeholders.

11. Equality Impact Assessment

The Trust will carry out an Equality Impact Assessment in order to ensure that policies, procedures and practices cater for individuals who share protected characteristics in relation to the Equality Act 2010. The purpose of these assessments is to ensure that policies, procedures and practices within the organisation are fair to all. If unfairness is highlighted, the assessment will also seek to show how this can be changed and, where it can't be changed, how it can be improved.

The Trust will monitor the impact of the policy to assess whether there is evidence of a detrimental impact on anyone with a protected characteristic as a result of the application of this policy. The assessment will include consideration of adaptations or changes which can be made to address any issues identified.

Appendix 1

Intimate Care Plan

Use this template for pupils who need regular support with toileting, washing and/or changing.

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by: