



**SAINT JAMES'**

Church of England School  
Nursery & Pre School

Headteacher: Mrs J Moore MA/BSC/QTS



Liverpool Diocesan Schools Trust

*Walking hand in hand with Jesus, fulfilling the potential God has given us  
For with God nothing shall be impossible - Luke 1:37*



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## Intimate Care Policy

This policy has been adopted by the governing body of St James' CofE Primary School.

It will be reviewed annually or as required.

If you require more information, please contact the school office.

September 2020

Signed: Mrs J Moore/ Headteacher

Signed: Mr S Rusling / Chair of Governors

Reviewed annually.



## St James' CofE Primary School

### Mission Statement

Through him we learn to live abundant lives, especially treasuring the values of friendship, trust, thankfulness, respect, forgiveness, hope and courage.

### Vision Statement

Walking hand in hand with Jesus, fulfilling the potential God has given us.

*Luke 1:37 'For with God nothing shall be impossible.'*

### Mission Aim

At St James' CofE Primary School, the Christian (and indeed, inclusive human) values "friendship, trust, respect, forgiveness, hope and courage" inform our whole life together.

They were chosen in dialogue with the local community which identified them as exceptionally meaningful and valuable. Therefore, as a school community, we are committed to living these out and modelling them every day in each and every activity.



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### Statement of intent

St James' CofE Primary 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.

#### 1. Legal framework

- 1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:
  - DfE (2018) 'Keeping children safe in education'
  - The Children and Families Act 2014
  - The Education Act 2011



- The Health Act 2006
- The Equality Act 2010
- 1.2. **This policy will be implemented in conjunction with the school's:**
  - Health and Safety Policy
  - Supporting Pupils with Medical Conditions Policy
  - First Aid Policy
  - Child Protection and Safeguarding Policy
  - Staff Code of Conduct
  - Whistleblowing Policy
  - Administering Medications Policy

## 2. Definitions

2.1. 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 pupil

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

## 3. Health and safety

3.1. St James' Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

3.2. Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.



3.3. Staff will wear disposable aprons and blue gloves while assisting a pupil in the toilet or while changing a nappy, pull ups, incontinence pad or medical bag.

3.4. Soiled nappies/pull ups incontinence pads and medical bags will be securely wrapped/double bagged and disposed of appropriately.

3.5. Where one or more pupils require intimate care/toileting, nappies, pull ups incontinence pads and medical bags will be disposed of in the yellow bin in the hygiene room and nappy bins in Nursery and Pre-School, as per health and safety guidelines.

In the event of a bodily fluid spillage please follow procedure below:-

- Protective gloves must be worn when dealing with blood or other bodily fluids. Protective gloves are stored in first aid boxes and must only be used for this purpose. Following use gloves must be carefully discarded into a black bin liner.
  - All bodily fluid spillages i.e. vomit, diarrhoea, blood etc. must be cleaned immediately. Staff to use the Biohazard kit for bodily fluid clean up, these are located in the art area. (Sponges and water buckets must never be used for first aid to avoid the risk of HIV/infection contamination). Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into paper. A designated dustpan and brush is available for bodily fluid spillages, located in the hygiene room. Wash the affected area with warm water and detergent and dry using a paper cloth. Once spillages have been put into paper, discard into a black bin liner and dispose of into the yellow bin located in the hygiene room.
- 3.7. The changing area or toilet will be left clean.
- 3.8. Hot water and soap are available to wash hands.
- 3.9. Paper towels are available to dry hands.

#### 4. Staff and facilities

4.1. Staff members who provide intimate care are trained to do so and are fully aware of best practice. 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:

- Adjustable bed
- Changing mat
- Non-slip step
- Cupboard



- Adapted toilet seat or commode seat
  - Hoist
  - Swivel mat
  - Disposable blue gloves/aprons
  - Nappies, pull ups, pads and medical bags
  - Tissue rolls (for changing mat/cleansing)
  - Supply of hot water
  - Soap
  - Barrier creams (Parental consent safeguarding file reference)
  - Antiseptic cleanser for staff
  - Antiseptic cleanser for the changing bed/mat
  - Clinical waste bag
  - Spillage kit
- 4.2. St James' has one extended disabled toilet facility with a washbasin which includes one changing area.
- 4.3. Mobile pupils will be changed while standing up.
- 4.4. Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.
- 4.5. 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.
- 5. School responsibilities**
- 5.1. Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- 5.2. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible. Appendix 3
- 5.3. 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. Appendix 2
- 5.4. Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
- 5.5. The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- 5.6. A qualified member of staff will change the pupil or assist them in changing themselves if they become wet, or soil themselves.
- 5.7. 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.



- 5.8. Members of staff will react to accidents in a calm and sympathetic manner.
- 5.9. Accurate records of times, staff, and any other details of incidents of intimate care will be kept securely. Appendix 1 - One record sheet per child
- 5.10. 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.
- 5.11. A minimum number of changes will be agreed.
- 5.12. The family's cultural practices will always be taken into account for cases of intimate care.
- 5.13. Where possible, only same-sex intimate care will be carried out.
- 5.14. Parents/carers will be contacted if the pupil refuses to be changed or becomes distressed during the process.
- 5.15. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

### Nappy changing Procedure

Practitioners will take all necessary measures to safeguard themselves when they are changing or toileting children, for example leave toilet doors open at all times when in a cubicle with a child. Any suspicious acts will be dealt with immediately and necessary activity will be taken. No adults will enter the toilet area unless they are designated practitioners. Parents may change their child/attend to their child in the toilet area only if there are no other children present. Practitioner will check before permitting access.

Children are kept clean and comfortable by being changed and checked on a regular basis. Children's privacy will be treated with respect; nappy changing will not be rushed but used as an opportunity for 1:1 exchange of conversations and smiles.

Parents are asked to provide the nursery with nappies, wipes and a nappy ointment where needed. Nappy ointments will be stored safely in the changing room unit, clearly labelled and practitioners will have obtained parental consent to apply before doing so. No student/visitors will be permitted to change children at any point.

Our nappy changing procedure is as follows:

- Children who are soiled will be changed immediately
- Gloves and aprons will be worn by practitioners
- Practitioners will collect all items needed before changing the child
- Children will be encouraged to climb up the steps of the changing unit to position themselves on the changing mat
- Children **WILL NOT** be left unattended on the changing mat



- Wet/soiled nappies will be removed, and the child cleaned with baby wipes (unless aware of allergy) from front to back
- If needed, nappy ointment will be applied and then a clean nappy will be put on
- The changing mat and area will be sprayed with sanitising spray and wiped thoroughly with a clean cloth
- Soiled nappies, used wipes, gloves and aprons will be disposed of in the designated roll top bin provided
- Hands will be washed thoroughly following recommended hand washing procedures

### **Toileting** (See also Safeguarding and Child Protection policy)

We promote independent toileting for all children who have reached this stage in their development.

**No visitors will be permitted in the toilet area at any point.**

Our toileting procedure is as follows:

- Children are encouraged to ask a practitioner/staff member if they need to use the toilet
- Children will be encouraged to clean and wipe themselves after toilet use
- Practitioners/staff will check children afterwards and if necessary, will wipe children or send children back to clean themselves (depending on stage of development)
- Gloves and aprons will be worn by practitioners/staff
- **Children will be encouraged to tend to their personal hygiene needs**
- EYFS Practitioners will supervise hand washing afterwards and provide help should it be required.
- Children in need of adult support to use the toilet (usually within the hygiene room) will always be accompanied by an adult (Two adults will always support when intimate toileting care is needed e.g. hoist use). \*See toilet plan where appropriate

### **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, Pull ups, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- 6.3. 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.



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- 6.4. Parents/carers will inform the school should their child have any marks/rashes.
  - 6.5. 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. Appendices 1, 2 & 3

## 7. **Safeguarding**

- 7.1. Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- 7.2. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.
- 7.3. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- 7.4. 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.
- 7.5. 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 a member of the Safeguarding team immediately.

## 8. **Swimming**

- 8.1. Pupils in school regularly participate in swimming lessons at Ashton Baths: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- 8.2. Parental consent will be obtained before assisting any pupils 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, 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 annually by the headteacher.

10.2. The scheduled review date for this policy is June 2020.

**This Policy to be read in conjunction with Safeguarding & Child Protection Policy**





Appendix 1.

Record of Intimate Care Intervention

Pupil's name:

Class/year group: **Pre-school**

Name of support staff:

Date	Time	Procedure	Type of accident bowel, bladder or other	Staff signature	2 <sup>nd</sup> staff signature
05/09/2019	2.15pm	Nappy change	Nappy change - bowel, vomit or nose bleed etc.	Mrs S Saint	Mrs T James
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		
		Nappy change/pull up/knickers/other	Bladder/bowel/ vomit/blood/other		



Appendix 2

Toilet Management Plan

Pupil's name:

Class/year group:

Name of personal assistant/s:

Start date:

Review date:

Area of need:

Equipment required:

Locations of suitable toilet facilities:

Support required:

Frequency of support:

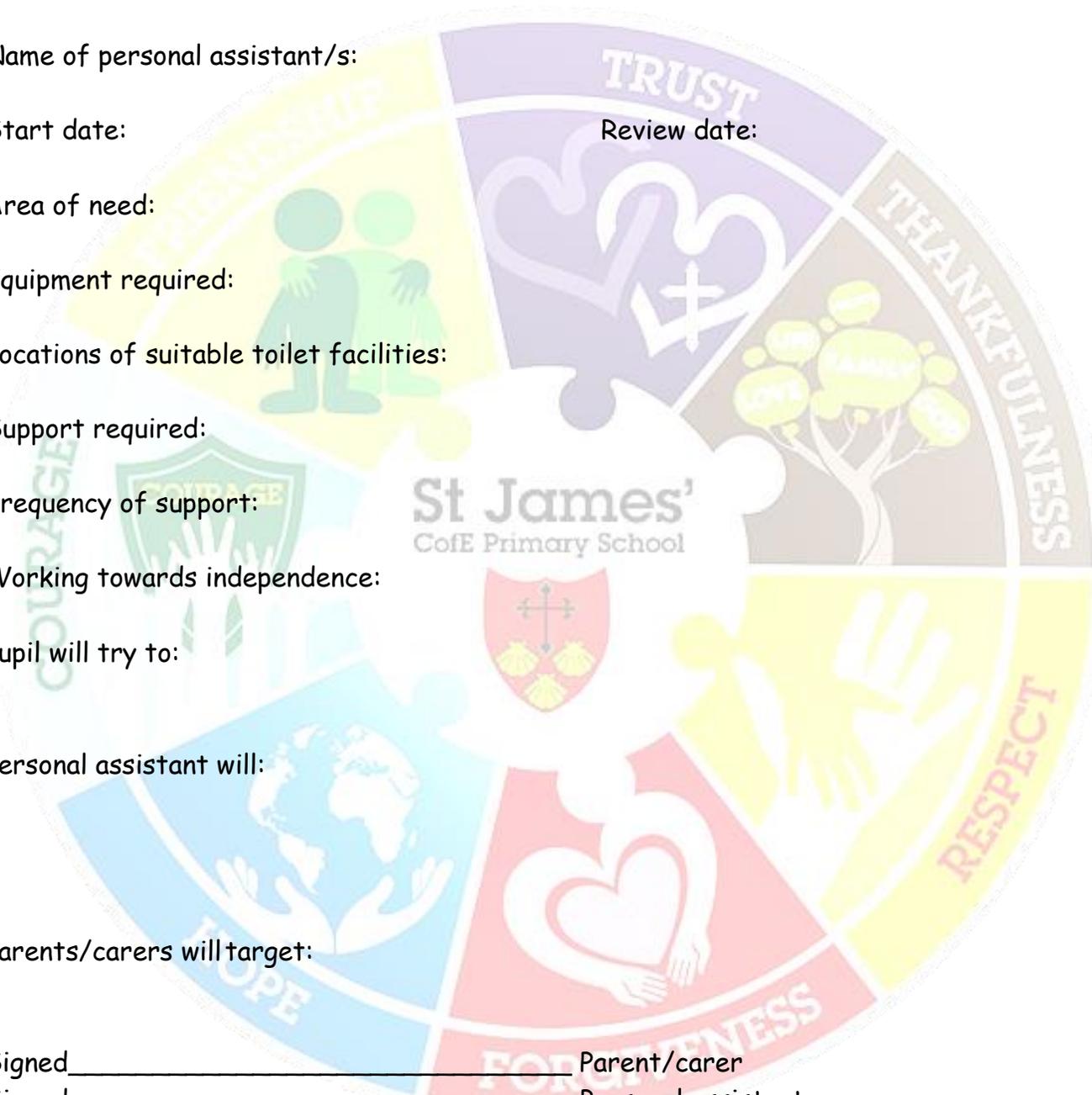
Working towards independence:

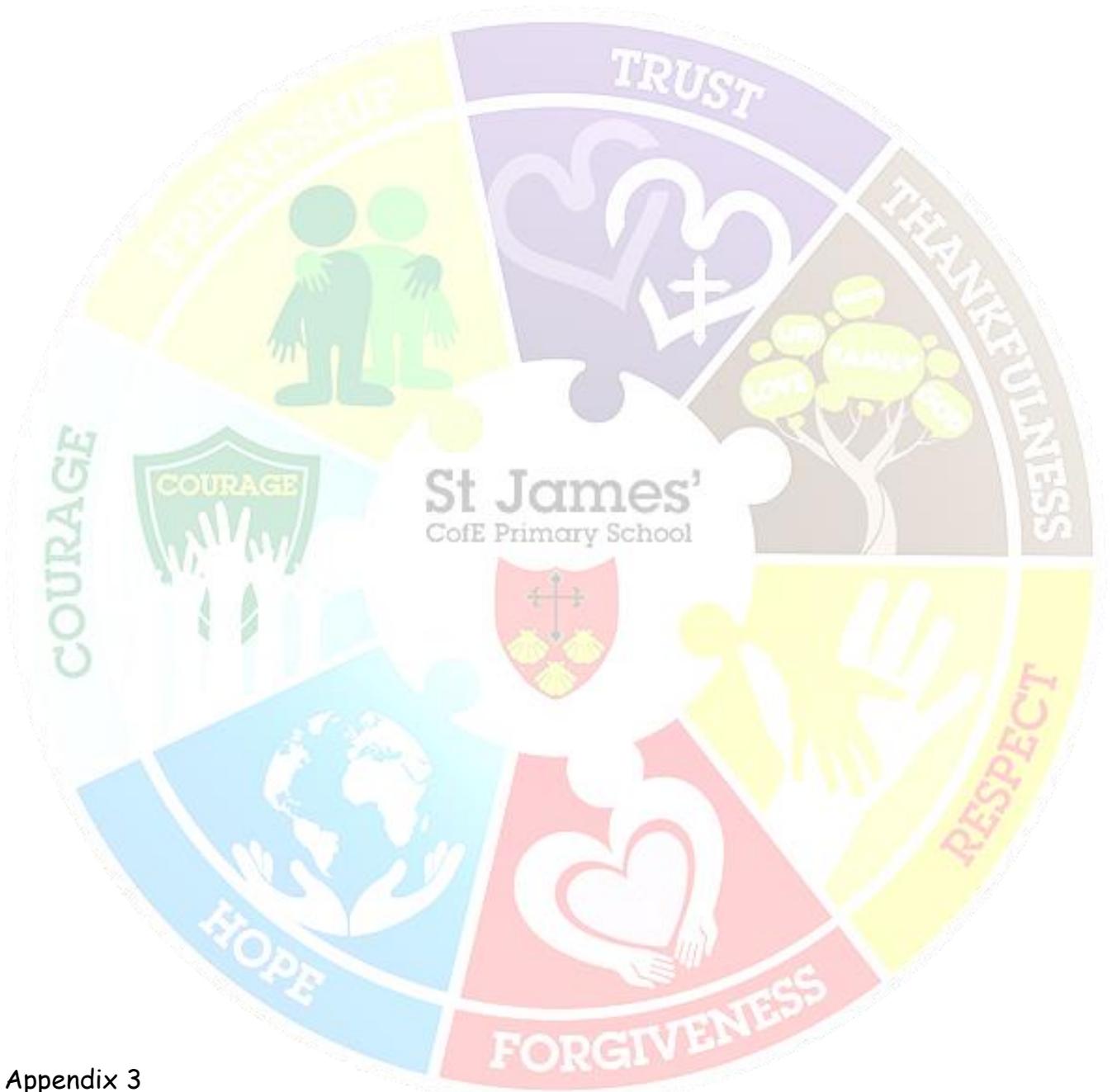
Pupil will try to:

Personal assistant will:

Parents/carers will target:

Signed _____	Parent/carer
Signed _____	Personal assistant
Signed _____	Second member of staff
Signed _____	Pupil (where appropriate)





### Appendix 3

### Intimate Care Agreement between Pupil and Personal Assistant/s

Pupil's name:

Class/year group:



Headteacher: Mrs J Moore MA/BSC/QTS

Name of support staff involved:

Start date:

Review date:

**Support staff**

As the personal assistant/s helping you with intimate care, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you. 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 listen carefully if there is something you would like to change about your Intimate Care Plan.

**Pupil**

As the pupil who requires help with intimate care, 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 help with intimate care, 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: \_\_\_\_\_ Personal assistant (1)

Signed: \_\_\_\_\_ Personal assistant (2)

Signed: \_\_\_\_\_ Pupil