



Martin Primary School

Intimate Care Policy

Ratified by the Wellbeing Committee: spring 2025
Reviewed every two years

Statement of intent

Martin Primary School takes the health and wellbeing of its pupils very seriously. 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 their 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.

UN Rights of the Child

This policy links with the following article from the UN Rights of the Child Charter:

Article 19 - Everyone has the right to feel safe

Article 37 - No child should be punished in a way that humiliates or hurts them"

1. Legal framework

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

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2024) 'Keeping children safe in education'

1.2. This policy will be implemented in conjunction with the following school policies:

- Health and Safety Policy
- Medical and First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing 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.
- 2.5 The provision of personal care will always be deemed to be regulated activity regardless of frequency and whether they are supervised or not.

3. Health and safety

- 3.1. The 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 Medical and First Aid Policy.
- 3.3. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
- 3.4. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately in a secure nappy bin which will be emptied on a regular basis.
- 3.5. The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be 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:
 - changing table
 - 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
 - barrier creams
 - antiseptic cleanser for staff
 - antiseptic cleanser for the changing bed/mat
 - clinical waste bag
- 4.2. Mobile pupils will be changed while standing up. Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor. The school has a changing area in the nursery with a washbasin, changing table and changing mats.

- 4.3. Staff will usually change a child in the presence of another adult and will complete a personal care record every time they carry out intimate care.
- 4.4. 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 and will give permission at each stage, wherever possible.
- 5.3. In liaison with the pupil and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- 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. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. 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. Members of staff will react to accidents in a calm and sympathetic manner.
- 5.6. Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff. A minimum number of changes will be agreed.
- 5.7. The family's cultural practices will always be taken into account for cases of intimate care.
- 5.8. Where possible, only same-sex intimate care will be carried out.
- 5.9. Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 5.10. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

6. Parent/Carer 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, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

- 6.3. Parents/carers will inform the school should their child have any marks/rashes.
- 6.4. 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.
- 6.5. A copy of this policy will be available for parents and carers on the school website

7. Safeguarding

- 7.1. Staff members working directly with children will receive safeguarding training as part of their mandatory induction and on a regular basis going forwards in line with the school's Child Protection and Safeguarding Policy
- 7.2. 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.
- 7.3. 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.
- 7.4. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- 7.5. 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.
- 7.6. 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 DSL immediately.
- 7.7. Special consideration will be taken to ensure that bullying and teasing does not occur.

8. Swimming

- 8.1. Pupils in Years 4 regularly participate in swimming lessons at Brookland Junior School: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- 8.2. Parent/carer consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.
- 8.3. 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. Toilet training

- 10.1 Members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet.
- 10.2 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.
- 10.3 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.
- 10.4 All pupils 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 pupils and will not make negative facial expressions or negative comments. Pupils' efforts will be reinforced by praise where appropriate.
- 10.5 Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where pupils are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.
- 10.6 Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.
- 10.7 If a pupil has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age.
- 10.8 To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.
- 10.9 Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed at handover with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the headteacher and the pupil's parents.