

Remarkable Autism

Redefining what's possible

Intimate Care Policy

September 2024

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Reviewer:	Deputy Head Teacher/DSL and Head of Adult Services/DSL
Co-Reviewer:	Safeguarding and Wellbeing Officer/DDSL
Updated:	September 2024
Next Review:	September 2027
Committee:	School & College Governing Bodies
Approved by the full Governing Body/Board of Trustees:	

This policy should be read in conjunction with the following policies:

1	Health and Safety Policy
2	First Aid Policy
3	Staff Code of Conduct
4	Whistleblowing Policy
5	Medication, medicals and illness Policy
6	Child Protection and Safeguarding Children Policy

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Introduction

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are considered
- Staff carrying out intimate care work do so within guidelines (i.e., health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas this will also apply for young adults in the college provision.

Policy

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/ learner with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Medication, medicals and illness policy.

Staff will wear disposable aprons and gloves while assisting a student/ learner in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately in the sanitary bins.

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.

Staff and facilities

Staff members who provide intimate care will be made aware of what is considered good practice and will be suitably trained if required for students/ learners who have medical conditions needing additional support e.g., a student/ learner who has a colostomy bag and does not know how to clean and change this on their own.

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/ learners 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** has one disabled toilet facility with a washbasin and sanitary bin for disposing items soiled with bodily fluids. There are also two shower rooms with shower facilities in both.

Ascent has a shower room and sanitary bin for disposing of items soiled with bodily fluids. Toilets in all Ascent buildings have a wash basin.

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/ learners, taking into account developmental changes such as the onset of puberty or menstruation.

School/Ascent 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/carers welcomed.

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

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

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

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 recorded on a welfare log on CPOMs.

Arrangements will be made for how often the student/ learner should be routinely changed if the student/ learner is in college/school for a full day, and the student/ learner 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.

School-Parents/carers will be contacted if the learner refuses to be changed, or becomes distressed during the process.

Ascent- if the student refuses to be changed, or becomes distressed during the process and has capacity staff will inform Head of Adult Services if the student lacks capacity parent/ carer will be contacted.

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

Parental responsibilities

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

Parents/carers 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/carers to ensure that they understand the policies and procedures surrounding intimate care.

Parents/carers will inform the school should their son/ daughter have any marks or rashes.

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

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 Children 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.

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

Individual intimate care plans will be drawn up for students/ learners as appropriate to suit the circumstances of the student/ learner.

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

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

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

Swimming

Student's/ learner's in school/ college regularly participate in swimming lessons/ swimming at a commissioned leisure facility, during these swim sessions students/ learners are entitled to privacy when changing; however, some student's/ learners will need to be supervised during changing.

School - Parental consent will be obtained before assisting any learner's in changing clothing before and after swimming lessons.

Ascent - Student/Parental consent will be obtained before assisting any student's 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/ learner's individual intimate plan will be amended to include procedures for intimate care whilst off the school/ college premises.

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

Meetings with students/ learners away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the head teacher.

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

Toilet Training

Members of staff providing care will inform another member of staff prior to taking a student/ learner 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 student's/ learner's 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/ learners and will not make negative facial expressions or negative comments. Student's/ learner's 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/ learners are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

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

If a student/ learner 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/ learners will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents/carers are consulted on the approach to toilet training their son/daughter to ensure there is consistency with the approach at home. Student's/ learner's progress is discussed at handover with parents/ carers. If any student is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the head teacher and the student's parents/ carers.

Legal Context

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 (2024) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Medication, medicals and illness Policy
- LEAP medication
- First Aid Policy
- Child Protection and Safeguarding Children Policy
- Adult Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy

Policy Impact *(same statement at the end of all policies)*

We have a rolling programme for reviewing our Company policies. We regularly review the impact of our policies on the needs, entitlements and outcomes for students, service users, staff and parents.