

Intimate Care Policy

Statement of intent

Epinay 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.

We recognise our 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.

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 pupil

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 nappies, incontinence pads, or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

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

Health and safety

- 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 training.
- Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad, menstrual pad or medical bag.
- Soiled nappies, incontinence pads, menstrual pads and medical bags will be securely wrapped and disposed of appropriately.
- 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.
- 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 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.
- Mobile pupils will be changed while standing up.
- Pupils who are not mobile will be changed on a changing bed.
- 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.

School responsibilities

- Where pupils are still in nappies, school will provide parents with a parental agreement form.
- Where pupils are still in nappies school will provide parents with an intimate/personal care plan which details how the pupil will be cared for.
- Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- 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.
- Regular consultations will be arranged with all parents and pupils regarding toilet facilities.
- 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.
- Where pupils are still in nappies and require regular changing, accurate records of times, staff, pupils and details of care will be recorded in our school 'Intimate care record book'.
- Where changing is not a regular occurrence, accurate records of times, staff and any other details of incidents of intimate care will be recorded on the pupil's CPOMS file.
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day.
- The family's cultural practices will always be taken into account for cases of intimate care.
- Parents will be contacted if the pupil 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

- Where pupils are still in nappies, parents read and sign a parental agreement form.
- Where pupils are still in nappies school parents will read and sign an intimate/personal care plan which details how the pupil will be cared for.
- Parents will provide spare nappies, nappy bags, wet wipes, incontinence pads, medical bags and a change of clothing in case of accidents.
- Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

- Parents will inform the school should their child have any marks/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.

Safeguarding

- Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate 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 pupils in their care as an extra safeguard to both staff and pupils involved.
- Individual intimate/personal care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- 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.
- 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 Designated Safeguarding Lead immediately.
- Special consideration will be taken to ensure that bullying and teasing does not occur.

Swimming

- Pupils may need support with dressing and undressing.

Offsite visits

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

Policy approved by Governors:	November 2025
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