



St Wilfrid's Catholic Primary School

PERSONAL/INTIMATE CARE POLICY

Date Written	September 2024
Chair of Governors (Signature)	Mary Higgins
Interim Executive Head Teacher (Signature)	Helen Milligan
Date for review	September 2025
Links to Other Policies	Safeguarding, Prevent, Anti Bullying, Equality Policy, E-safety
Rights Respecting Links	

Statement of intent

St Wilfrid's Catholic Primary School 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 board 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 personal/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:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2019) 'Keeping children safe in education'

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 Medication Policy**

2. Definitions

2.1. For the purpose of this policy, personal care or 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. Personal/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 personal/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. 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.
- 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.
- 3.5. Where a pupil requires personal/intimate care/toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.
- 3.6. The changing area or toilet will be left clean.
- 3.7. Hot water and soap are available to wash hands.
- 3.8. Paper towels are available to dry hands.

4. Staff and facilities

- 4.1. The school has [two](#) extended disabled toilet facilities with a washbasin which include [two](#) changing areas.
- 4.2. Mobile pupils will be changed while standing up.
- 4.3. Pupils who are not mobile will be changed on a changing bed or changing mat on the floor or in the disabled toilets.
- 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 personal/intimate care will be involved in planning for their own healthcare needs 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 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 – **TWO members of staff must do this and both sign the intimate care record.**
- 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, and they will be stored in EYFS.
- 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 the pupil 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. Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 5.14. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

6. Parental responsibilities

- 6.1. Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- 6.2. Parents will provide spare nappies, 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 to ensure that they understand the policies and procedures surrounding intimate care.

- 6.4. Parents will inform the school should their child have any marks/rashes.
- 6.5. 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.

7. Safeguarding

- 7.1. 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 personal/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 the **DSL** immediately.

8. Offsite visits

- 8.1. 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.
- 8.2. Staff will apply all the procedures described in this policy during residential and off-site visits.
- 8.3. Consent from a parent will be obtained and recorded prior to any offsite visit.

9. Policy review

- 9.1. This policy is reviewed every **two years** by SLT and the **DSL team**.

Toilet Management Plan

Pupil's name:	Class/year group:
Name of personal assistant:	
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 will	Target achieved date

Signed _____ Parent

Signed _____ Personal assistant

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)