

HOLY SOULS RC PRIMARY SCHOOL

Pride in our achievements



Vision Statement

Holy Souls School is a Catholic School where we share our life in Christ in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect. We remember that Jesus said, 'Treat others as you would like them to treat you'

Intimate Care Policy

Agreed by Full Governing Body
on 02/04/2025

Review Date: Spring 2028

Holy Souls RC Primary

Intimate Care Policy

Statement of Intent

Holy Souls RC Primary takes the health and wellbeing of its pupils very seriously. The school aims to support pupils with Special Educational Needs and illnesses to enable them to have access to 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.

This policy has due regard to the relevant legislation and guidance including:

DfE (2021) 'Keeping children safe in education'

**Guidance for safer working practice for those working with children and young people in education settings
May 2019**

The Children and Families Act 2014

The Education Act 2011

The Health Act 2006

The Equality Act 2010

Definitions:

For the purpose of this policy intimate care is defined as any care that 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/undressing, nappies or medical bags, 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 need support with this.

Health and Safety

Holy Souls' Health and Safety policy lays out specific guidance for cleaning and hygiene such as clearing up vomit and other bodily fluids.

Procedure for changing a child's nappy:

There is a changing station located in the ladies' toilets which is used for older pupils who are wearing nappies.

Procedure for changing a child's nappy in ladies' toilets.

Children should be encouraged to climb up the steps themselves.

Staff are not to enter the toilet while a child is being changed, there is a notice to put on the door to inform staff the toilets are in use.

The door is left open while a staff member is changing a child's nappy and a member of staff from the office is asked to witness the staff member carry out the changing.

There is a recording form in the ladies toilets which the member of staff carrying out the nappy change signs and another member of staff signs to witness.

Staff will wear gloves when changing a child's nappy.

Nappies will be securely wrapped and disposed of in the ordinary bin in the ladies toilet.

The changing area will be left cleaned.

Hot water and soap is available to wash hands and paper towels to dry them.

If a child is too big to use the changing table their nappy will be changed while they are standing up.

Anti-bacterial spray and wipes are available to wipe down the changing table after use.

Pupils in nursery or foundation class who wear nappies are changed in the toilet/changing area of the classroom.

Pupils in year 1 or year 2 are changed in the Key Stage 1 toilets.

School responsibilities

Arrangements will be made with external agencies e.g. nurseries to discuss the personal care needs of children before they start school.

School will regularly liaise with parents about toileting needs.

The privacy of and dignity of a pupil who needs intimate care will always be respected.

Arrangements will be made in consultation with the parents as to how many changes will be needed in the day.

Any child with wet or soiled clothing will be assisted in cleaning themselves and be given spare clothing etc. as provided by parents. Parents will be informed at the end of the day if a child has had an accident.

When assisting a child with cleaning themselves and/or changing after an accident Staff will request a witness and both members of staff will fill in the recording form available in each classroom.

Members of staff will react to accidents in a calm and sympathetic manner.

Parental responsibilities

Parents will change their child or assist them in going to the toilet at the latest time possible before coming to school.

Parents will provide spare nappies, wipes and nappy sacks.

Parents will provide spare clothes where it is known that the child may have an accident.

Parents will come to an agreement with staff in determining how often a child will need to be changed.

Safeguarding

Only members of staff who have an enhanced DBS with a barred list check are permitted to undertake intimate care duties.

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 child 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 DSL immediately.

Swimming

Pupils in Year 5 regularly participate in swimming lessons. During these lessons, pupils are entitled to privacy when changing, however some pupils will need to be supervised during changing.

Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

Special consideration will be taken to ensure that cases of bullying or teasing do not occur.

Offsite visits

Before offsite visits, including residential trips, staff will plan how they are going to cater for a pupil's intimate care needs.

Policy review: This policy will be reviewed every 3 years by the head teacher or DSL.

Appendix copy of record:

Date					
Time					
Staff Name (who changed pupil)					
Staff Signature					
Staff Chaperone					

Date					
Time					
Staff Name (who changed pupil)					
Staff Signature					
Staff Chaperone					

Date					
Time					
Staff Name (who changed pupil)					
Staff Signature					
Staff Chaperone					

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