

St Thomas à Becket Church of England Federation

Blackboys C.E. School

School Lane

Blackboys

Uckfield

East Sussex

TN22 5LL



Framfield C.E. School

The Street

Framfield

Uckfield

East Sussex

TN22 5NR

ADOPTED MARCH 2025

REVIEW MARCH 2028

# Intimate Care Policy

We are a Federation of 2 schools. When the word ‘School’ or ‘Schools’ is used in this policy it relates to our Federation of schools, Blackboys and Framfield CE Schools.

*In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we develop children ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way. We all take a pride in our Federation as we follow in Jesus's example.*

Perseverance, Fellowship, Courage, Respect, Understanding, Thankfulness

## Intimate Care Policy

Contents	Page
Introduction	3
Aims	3
Principles	3
Schools responsibilities	3
Governors responsibilities	4
Family responsibilities	4
Learners responsibilities	5
Related Documents	5
Appendix One - Record of Intimate Care	6
Appendix Two - Home School Agreement-Nappy/Pull up Changing	7

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### **Introduction**

St Thomas a Becket Federation is aware that all learners need open access to clean, well-stocked and safe toileting provision and that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the pupil, or as a result of disability or medical need. The main aim of the federation is to ensure that our learners are safe, secure and protected from harm. The federation also recognises that not only is it in the best interests of the whole school community to maintain clean, hygienic toilet facilities, but that it is everyone's responsibility to help ensure that they remain this way.

### **Aim**

The toileting and intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners when using the toilet and for those who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

### **Principles**

The federation respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals.
- That their right to safety, dignity and privacy is respected.
- Involved with and consulted about upkeep of the toilet facilities and about their personal care as far as they are able.
- Provided with consistency of care as far as possible.

### **School responsibilities**

We will work with the whole school community to ensure access to clean, well-stocked private and safe toilet facilities for all. We will work with learners, families to promote bladder and bowel health and maximum possible continence.

Where learners are not able to be fully continent, we will ensure that an individual care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family.

Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change. The school will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. The school will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members

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## Intimate Care Policy

for an individual are available, the school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the family. This act of care would be reported to a senior member of school staff and to the family as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to the DSL or DDSL, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

The school will take into account the religious views, beliefs and cultural values of the learner and their family, as well as the learner's individual physical needs (e.g. periods, catheterisation, stoma care etc) as far as possible in provision of appropriate toileting facilities and when undertaking or supporting required individual personal care.

The school will work with all learners to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical. School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know. The school will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

### **Governors' responsibilities**

To ensure there are appropriate toileting facilities to meet the needs of all their learners, including those with bladder and bowel health issues.

To ensure that sufficient staff are trained to meet the needs of their learners.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

### **Parent/carer responsibilities**

Families must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Families must ensure that they work towards their child achieving the maximum possible level of independence at home.

Families should work with school to develop and agree a care plan.

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## Intimate Care Policy

Families must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Families must ensure that school always has their emergency contact details.

### **Learner responsibilities**

To respect the toileting space and others use of that space and right to privacy. To let school staff, know if there is a problem with respect to the toileting/intimate care spaces.

To be as involved as possible in their intimate care and with their care plan.

To let school staff, know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

### **Related documentation**

When reading this policy please be aware of and refer to the following related document:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy.



Appendix Two



Home School Agreement-Nappy/Pull up Changing



In order to best meet the needs of your child while they are with us, we would like to set up a Home School Agreement for changing your child’s nappies. Staff at Blackboys School are aware of the need to adhere to the school’s Safeguarding Policy in order to minimise the risk to both children and themselves.

Name of Child .....

- I give permission for staff at Blackboys School to change my child’s nappies and provide appropriate intimate care.
- I understand that this will usually be carried out by a member of staff from my child’s class but could also be carried out by another member of staff.
- I have discussed with the SENCO/ my child’s class teacher the approach that I would like them to take for this.
- I agree to ensure that my child is changed / toileted at the latest possible time before being brought to school.
- I agree to provide the school with necessary resources such as nappies/pull ups and underwear, a change of clothing, nappy sacks, wipes, and any prescribed creams as well as plastic bags for wet/soiled clothes to be sent home in. I will ensure nappy creams/lotions are labelled with my child’s name.
- I understand and agree to the procedures that will be followed when my child is changed at school.
- I agree to inform the school should my child have any marks/rash.
- I agreeing to a ‘minimum change’ policy i.e., the school will not undertake to change my child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary.

The School:

- We agree to change your child regularly and additionally should s/he soil themselves or become uncomfortably wet.
- We agree to discuss any marks or rashes seen.
- We agree to review arrangements.
- We will inform you when resources are running low.
- We will keep a record of times when nappies were changed and by whom.

.....  
(signed parent/carer)

.....  
(date)

.....  
(signed SENCO/Class teacher)

.....  
(date)

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