

# **MAGDALEN COLLEGE SCHOOL**

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## **GOVERNORS' EDUCATION & WELFARE COMMITTEE**

### **Non-Statutory Policy**

# **Intimate Care Policy**

## **1. Statement of Interest**

Magdalen College School takes the health and wellbeing of its students very seriously. The school aims to support students with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

Magdalen College School recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any Student with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Students will always be treated with care, dignity and respect when intimate care is given, and no Student will be left feeling embarrassed

## **2. Legal Framework**

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 2025 'Keeping children safe in education'

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy

## **3. 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 student

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

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

#### **4. 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 with changing a medical bag, or peg feed, will be trained to do so and will carry out the procedure.

Staff will wear appropriate PPE including disposable aprons, gloves and face shield / mask, while assisting a student in the toilet or while changing a pull up, incontinence pad or medical bag.

Soiled pull ups, incontinence pads, portable urinals and medical bags will be securely wrapped and disposed of appropriately.

Where one student requires intimate care/toileting, pull ups, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

Where more than one student requires intimate care, pull ups, incontinence pads and medical bags will be disposed as follows:

Details of disposal process:

- Medical room available
- The changing area or toilet will be left clean
- Hot water and soap are available to wash hands
- Wipes are available to wash body
- Paper towels are available to dry hands.
- Medical disposable sharps bin

## **5. 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 students who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Pull ups, 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

## **6. School Responsibilities**

Arrangements will be made with a multi-agency to discuss the personal care needs of any Student prior to them attending the school.

Students who require intimate care will be involved in planning for their own healthcare needs wherever possible.

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

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

The privacy and dignity of any student who requires intimate care will be respected at all times.

A qualified member of staff will change the student or assist them in changing themselves if they become wet, or soil themselves.

Any Student with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, pull ups, pads, etc., as provided by the parents.

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 kept, and they will be stored centrally. This will be in the school office in primary or learning support office in secondary.

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

Parents and Carers will be contacted if the student refuses to be changed, becomes distressed during the process or requires significant support due to heavy soiling.

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

## **7. Parental Responsibilities**

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

Parents and Carers will provide spare pull ups, 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 [and carers](#) to ensure that they understand the policies and procedures surrounding intimate care.

Parents and Carers will inform the school should their child have any marks/rashes.

Parents and Carers will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

## **8. Safeguarding**

Intimate care is a regulated activity; therefore, only members of staff who have an enhanced 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 in their care as an extra safeguard to both staff and students involved.

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

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

If any member of staff has concerns about physical changes to a student's presentation, such as marks or bruises, they will report the concerns to the school's [DSL](#) (Designated Safeguarding Lead) immediately.

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

## **9. Offsite Visits**

Before offsite visits, including residential trips, the student'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.

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

Consent from a parent or Carer will be obtained and recorded prior to any offsite visit.

## **10. Policy Review**

This policy is reviewed every two years by the Headteacher and DSL.