



Challenge, Equality & Opportunity

Intimate Care Policy

1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, positive handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents

3.1 Seeking parental permission

For children who need occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form at the beginning of the Reception year or at the point of admission.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Teaching Assistants and First Aiders are responsible for administering intimate care.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake (for children with intimate care plans)
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

Procedures will be carried out in the Hygiene Room, the Medical Room or a pupil toilet area, as appropriate.

When using the hygiene room or another room without viewing panels, the door should be left open. If having the door open is judged to be inappropriate (eg if the child is excessively distressed and embarrassed or if the care plan suggests that the door should be closed) there will be two members of staff present. In open areas such as the children's toilets and when children are able to manage changing with little assistance, it is acceptable and manageable to have one member of staff present (eg after a wetting accident when a child can undress and redress independently).

Pupil Voice is valued in all cases of intimate care and staff will make children aware of what is happening and why.

Children will always be encouraged to be as independent as possible. Staff will only intervene when absolutely necessary (eg child cannot manage or clothing is too soiled for them to safely manage)

When carrying out procedures, the school will provide staff with:

Protective gloves, face masks, aprons, handwashing facilities, sanitizer (as appropriate)

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, eg underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

Parents and carers will be informed of all incidents of intimate care/changing by telephone or in person when they collect their children at home time. If children attend after school club, parents and carers must be informed by telephone. Class teachers should record incidents on CPOMS.

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a DSL.

If a child is unhappy about care from a particular member of staff or makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by the GB annually.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Safeguarding
- Health and safety
- SEN
- Positive handling
- Supporting Pupils with Medical conditions

Policy reviewed and updated January 2023

Next review due October 2023

Appendix 1: intimate care plan to be completed by staff member and parent or carer and shared securely with appropriate staff.

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form (to be adapted for ParentMail)

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	