



Intimate Care Policy

Written: Summer 2024

Review: Summer 2026

Intimate Care Policy

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, manual 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.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

Role of parents

Seeking parental permission

- ☐ On entry to our Foundation Stage, parents will be asked to sign a consent form. This is for routine or occasional intimate care (e.g. for toileting or toileting accidents).
- ☐ For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents (see the section below and Appendix 1).
- ☐ Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.
- ☐ If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

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. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.
- ☐ The plan will be reviewed annually, even if no changes are necessary, and updated regularly whenever there are changes to a pupil's needs.
- ☐ See Appendix 1 for a blank template plan to see what this will cover.

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.

Role and training of staff

- ☐ All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.
- ☐ Staff will receive training in the specific types of intimate care they undertake should this be required.
- ☐ All intimate care plans are read prior to completing intimate care.
- ☐ Staff will complete regular safeguarding training.
- ☐ If necessary, staff will receive manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible.

Intimate care procedures

How procedures will happen

- ☐ Foundation stage - in the foundation unit, children will be changed in the foundation stage toileting area unless otherwise stated in their intimate care plan, should they have one. When being changed or supported in wiping, they will stand in the cubicle with the adult in the doorway to the cubicle. This will maintain privacy for the pupil. If a child requires the use of a changing mat, this will again be placed inside the cubicle to maintain privacy. If this is not possible, staff will use the disabled toilet in the admin corridor.
- ☐ On most occasions, one member of staff will carry out the intimate care of a pupil. If a pupil requires more physical care (lifting or moving beyond a standing position) this will be outlined in their intimate care plan with the number of staff noted.
- ☐ Both male and female members of staff with an enhanced DBS may change or assist the changing of pupils.
- ☐ Procedures will be carried out in the named facilities within the individual intimate care plan.
- ☐ When carrying out procedures, the school will provide staff with gloves, nappy bags and a sanitary bin for safe disposal of soiled materials.
- ☐ 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, such as wipes, nappies, pull ups and/or a spare set of clothing.
- ☐ Any soiled clothing will be contained securely and discreetly returned to parents at the end of the day.

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 the class teacher and the designated safeguarding lead.

- ☐ If a child 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.

Monitoring arrangements

- ☐ This policy will be reviewed by the SENDCo annually. At every review, the policy will be approved by the governing body.
- ☐ Intimate care plans shall be reviewed annually by the SENDCo.

Links with other policies

This policy links to the following policies and procedures:

- ☐ Accessibility plan
- ☐ Child protection and safeguarding
- ☐ Health and safety
- ☐ SEN/D
- ☐ Medical Conditions

Appendix 1



Intimate Care Plan

| | |
|--|--|
| Name of child | |
| Type of intimate care needed | |
| How often care will be given | Daily as required |
| What training staff will be given | Safeguarding and Intimate care policy induction Copy of intimate care plan and agreement Staff shown how to change/ toilet the child step by step by a member of staff who is familiar with the routine and for whom there is consent. |
| Where care will take place | Changing Toileting plan |
| 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 making sure care is carried out according to the intimate care plan | Helen Taylor (SENDCO) |
| Name of parent or carer | |
| Relationship to child | |
| Signature of parent or carer | |
| Date | |
| CHILD | |
| How many members of staff would you like to help? | |
| Do you mind having a chat when you are being changed or washed? | |
| Signature of child | |

| | |
|------|--|
| Date | |
|------|--|

This plan will be reviewed twice a year or in the event of a change in staffing

Next review date:

To be reviewed by: H. Taylor

