



Title:	Intimate Care Policy
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Author / Role	Miss K Wells- Deputy Headteacher
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Ratified By	Formal Governors
Ratification Date	8 July 2026
Next Review Required	11 May 2027

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics, and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the 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.

POLICY REVIEW

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Intimate Care Policy

Astley Park School takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care and the Governing body recognises its duties and responsibilities in relation to the Equality Act which requires that any child with an impairment that effects his/her ability to carry out normal day-to-day activities must not be discriminated against. It is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times and it is acknowledged that these adults are in a position of great trust. Astley Park School recognises that there is a need to treat all pupils, whatever their age, gender, disability, religion or ethnicity, with respect. The pupil's welfare and dignity is of paramount importance and they will be provided with a high level of privacy, choice and control. Pupils with additional needs can be especially vulnerable and staff involved with their intimate care need to be sensitive to their individual needs.

Definition of Intimate Care:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the intimate parts of the body'

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out

themselves but some pupils are unable to do because of their very young age, physical difficulties or other special needs.

Intimate care can include:

- Oral care
- Washing of intimate body parts
- Toileting/changing
- Menstrual care
- Supervision of children in intimate self-care
- Catheter, stoma care
- Applying/renewing dressings/creams to intimate parts of the body

Definition of Personal Care:

‘Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation’

Personal care tasks specifically identified as relevant include:

- Feeding
- Oral care
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.

Principles of Intimate Care;

The following are the fundamental principles upon which this policy is based:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to express their views on their own intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible

Parent/ Carer involvement

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

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 nappies, underwear and/or a spare set of clothing.

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/ carers will be required to sign a consent form as part of our data collection process, and this is recorded on SIMs.

Safeguarding:

All children have the right to be safe and to be treated with dignity and respect. Children with disabilities can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to the settings policies and procedure should safeguard children and practitioners.

All staff involved in the delivery of intimate care must be vigilant in their observations about physical changes in a pupil's presentation and report any concerns to the designated safeguarding lead.

Health and Safety:

Procedures are in place for dealing with spillages of bodily fluids such as when a child accidentally wets or soils themselves, or is sick while on the premises. The same precautions apply for nappy/pull ups/changing.

This should include:

- Staff to wear fresh disposable aprons and gloves while changing a child
- Soiled nappies/pull ups disposed of appropriately using the macerator
- Both staff and pupil to wash hands using hot water and soap as soon as changing is complete
- Both staff and pupil to dry hands using paper towels or warm air dryer
- Changing area/ toilet to be left clean and tidy

Staff involved in intimate care:

Wherever possible one pupil will be cared for by one adult who is a direct employee of Astley Park School, or has been agreed by the Headteacher e.g. a long term supply member of staff, unless there is an established reason for having two adults present. Wherever possible there will be a rota of carers known to the pupil who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should care for a child of the same gender. However, in some circumstances this principle may need to be waived; we have a very high proportion of female staff. A pupil would not be left in discomfort in order to meet this principle as the needs of the children are paramount.

Male members of staff should not normally provide routine intimate care (such as toileting, changing or bathing) for adolescent girls. This is safe working practice to protect children, protects staff from allegations of abuse and also reinforces pupils' understanding of the need for privacy taught in PSHE.

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Procedures:

All pupils who require intimate care will have an intimate care plan in place which must be followed and are treated respectfully at all times; the pupil's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Safeguarding and Child Protection, Safer Moving and Handling, Intimate care procedures, Supporting Pupils with Medical Conditions in School) and are fully aware of best practice.

All intimate care must take place in one of the pupils designated bathrooms or in the changing suite.

Pupils dignity must be promoted at all times and pupils must therefore never be supported with their intimate care in sight of another pupil.

Staff are aware of best practice regarding infection control, including the need to wear disposable gloves and aprons and to deal with the cleaning up of bodily fluids in the correct manner.

Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account development changes such as the onset of puberty and menstruation.

There is careful communication with each pupil in line with their preferred means of communication (verbal, signing, symbolic, etc.) to discuss the pupil's needs and preferences. Always let the pupil know what is happening.

Pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to be as independent as possible, for some pupils this may mean they complete most of the procedure for themselves for others they may be involved in a very small part.

Each pupil's right to privacy will be respected. Consideration will be given to each pupil's situation to determine how many carers might need to be present when a pupil needs help with intimate care.

Any soiled clothing will be safely bagged, labelled and discreetly returned home at the end of the day.

Practice in intimate care must be consistent. Effective communication is essential to promote independence, awareness of procedures and control for the pupil.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared on a need-to-know basis.

Where an established procedure is not in place and a child has need of help with intimate care e.g. in the case of an 'accident' which has needed to be attended to then parents/carers will be informed the same day. This information is treated as confidential and communicated verbally, by phone, email or via edulink.

When completing Intimate Care procedures at Astley Park

Do:

- **Do maintain dignity:** Always treat the pupil with respect and ensure privacy by using appropriate facilities.
- **Do follow the care plan:** Stick to the individual's personal care plan, as it's tailored to their needs.
- **Do communicate clearly:** Explain what you're going to do before you start, even if the pupil may have limited understanding.
- **Do encourage independence:** Support the pupil in doing as much as they can on their own, reinforcing their confidence and self-sufficiency.
- **Do seek permission:** Obtain the pupil's consent wherever possible, using verbal cues, gestures, or signs as appropriate.
- **Do use appropriate language:** Use straightforward, age-appropriate, and non-judgmental language.
- **Do wear protective equipment:** Follow hygiene protocols, including wearing gloves and using necessary sanitary items.
- **Do ensure safety and comfort:** Be mindful of any discomfort or distress the pupil might feel and address it promptly.
- **Do ask for help if needed:** If you're unsure about how to proceed or encounter a challenging situation, seek guidance from a supervisor or colleague.

Don't:

- **Don't rush the process:** Take time to ensure the pupil feels safe and supported throughout the care process.
- **Don't make assumptions:** Don't assume the pupil's needs based on previous experiences; always follow their specific care plan.
- **Don't ignore boundaries:** Respect the pupil's personal boundaries and only assist where it's necessary.
- **Don't share information inappropriately:** Maintain confidentiality and only discuss details with those directly involved in the pupil's care.

EXAMPLE: Astley Park School Intimate Care Plan		
Pupil Name	DOB	Date of Plan
Joe Bloggs	12/ 05/ 2019	13/03/2025
Frequency:	Morning 11am and afternoon 2:30pm or as required	
Location:	Primary Bathroom – standing change	
Resources/ Equipment required.	Pad, Wipes, Gloves, Apron, Macerator products	
Any creams or lotions required?	Sudocrem	
Number of staff required	1	
Communication Support required	Now and Next	
Any differences to procedures for educational visits	None	
Any additional information.	Joe requires a sensory toy to keep his hands busy during the change Sing nursery rhymes throughout change – twinkle twinkle and old Macdonald had a farm	

Plan written by

Name..... Date.....