



**Nurturing **Ambition**  
Through a Living Faith**

**Intimate Care Policy**

# School Ethos & Vision

**Mission Statement:** Nurture ambition through a living faith.

**Mission Statement:** Nurturing ambition through a living faith.

**Vision Statement:** Our academy delivers a purposeful curriculum through its living Christian faith. We nurture ambition in all of our learners in order for them to become positive citizens of tomorrow.

**Bible Verse:** *"Let us not love with words or speech alone, but with actions and truth."* — John 3:18

## Policy Statement

Darwen St James' C of E Primary Academy is committed to ensuring that all staff responsible for the intimate care of children and young people undertake their duties in a professional, dignified, and sensitive manner at all times. We take our statutory responsibility to safeguard and promote the welfare of children seriously.

The Local Governing Committee (LGC) recognizes its duties under the **Equality Act 2010**, ensuring that children with disabilities, medical conditions, or developmental needs are not discriminated against, penalized, or excluded due to personal care requirements. Intimate care will be delivered with respect, maintaining privacy, autonomy, and safety, ensuring no child experiences distress, embarrassment, or pain.

## 1. Legal Framework & Statutory Guidance

This policy reflects current national legislation and statutory guidance, including:

- **Equality Act 2010** (protecting disability rights and reasonable adjustments)
- **Children Act 1989 & 2004**
- **Data Protection Act 2018 & UK GDPR**
- DfE Statutory Guidance: **Keeping Children Safe in Education (KCSIE)**
- DfE Statutory Guidance: **Working Together to Safeguard Children**
- DfE Guidance: **Supporting Pupils at School with Medical Conditions**

This policy operates alongside the following academy policies:

- Child Protection and Safeguarding Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Accessibility Plan
- Staff Code of Conduct
- Health and Safety Policy

## 2. Definition of Intimate Care

Intimate care is defined as any care involving washing, touching, or carrying out invasive physical procedures to body areas that individuals normally carry out for themselves, but which some pupils are unable to perform independently. This includes, but is not limited to:

- Changing nappies, pull-ups, or soiled clothing following toileting accidents.
- Assisting with toilet hygiene, washing, or showering.
- Support with menstrual hygiene and puberty management.
- Catheter care, stoma care, or administering specific invasive medical treatments.

### 3. Principles of Best Practice

- **Planning & Assessment:** Management of all children with regular intimate care needs is carefully planned via an **Individual Care Plan** (Appendix 1).
- **Vetting & Training:** All staff delivering intimate care must undergo enhanced Disclosure and Barring Service (DBS) checks (including barred list checks where appropriate) and receive suitable training in safeguarding, hygiene, moving and handling, and medical procedures as required.
- **Communication & Dignity:** Staff communicate with pupils using their preferred communication methods (e.g., verbal, visual aids, sign language) to explain procedures and respect their dignity and preferences.
- **Promoting Independence:** Support is structured to encourage pupils to achieve maximum independence in personal hygiene according to their age, developmental stage, and physical abilities.
- **Staffing & Ratios:** Care plans determine required staffing. Unless a risk assessment specifies two adults (e.g., manual handling or medical requirements), routine care is provided by one primary adult while ensuring another adult is aware of the care taking place to safeguard both pupil and staff.
- **Provision of Resources:** For routine care, parents/carers provide necessary resources (nappies, wipes, spare underwear, change of clothes). Soiled clothing is contained discreetly in sealed bags and returned to parents at the end of the day.
- **PPE & Hygiene:** The academy supplies Personal Protective Equipment (PPE)—including single-use gloves, aprons, cleaning supplies, and clinical waste bins—to ensure strict hygiene and infection control.
- **Unplanned / Ad-hoc Care:** Where an unexpected toileting accident occurs and no formal plan is in place, parental permission is sought. If parents are unreachable, staff carry out essential care to ensure the child's comfort and hygiene, informing parents discreetly on the same day via phone, in person, or sealed letter.

The Trust, LGC, and staff recognize that children with special educational needs or disabilities (SEND) can be particularly vulnerable to abuse.

- **Reporting Concerns:** If a member of staff observes unusual physical symptoms during intimate care (e.g., unexplained marks, bruises, skin soreness, or bleeding), they must report the concern immediately to the Designated Safeguarding Lead (DSL) using established safeguarding software/procedures.
- **Pupil Distress:** If a child becomes distressed or unhappy about receiving intimate care from a specific member of staff, the DSL and SLT will investigate immediately, record the findings, and consult parents/carers to establish a supportive resolution.

- **Allegations:** Any allegation made against a member of staff during intimate care will be handled strictly in accordance with the Trust's Managing Allegations against Staff Procedures and local safeguarding partnership guidance.

## Appendix 1: Individual Intimate Care Plan

| Field                                                         | Plan Details |
|---------------------------------------------------------------|--------------|
| Child's Full Name:                                            |              |
| Date of Birth:                                                |              |
| Type of Intimate Care Required:                               |              |
| Frequency of Care:                                            |              |
| Location / Facility Used:                                     |              |
| Required Equipment & Supplies: <i>(and who provides them)</i> |              |
| Staff Training Requirements:                                  |              |
| Adaptations for Educational Trips / Off-Site:                 |              |
| Senior Staff Member Responsible for Oversight:                |              |
| Parent / Carer Signature:                                     |              |

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## Appendix 2: Parent / Carer Consent Form

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Please select and sign one option below:**

**Option A: Consent Granted**

I give permission for Darwen St James' C of E Primary Academy to provide appropriate intimate care to my child in line with their care plan or when emergency hygiene support is required. I agree to provide necessary personal care supplies and advise the academy immediately of any changes in my child's medical, physical, or personal needs.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Option B: Consent Refused**

I **DO NOT** give consent for staff to provide intimate care (e.g., washing or changing after a toileting accident). I understand that the academy will contact me or my emergency contact immediately to arrange for care to be given.

I acknowledge that if emergency contacts are unreachable and my child requires urgent intimate care, staff will administer necessary care following the policy guidelines to protect my child's wellbeing, health, and comfort.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_