



Intimate Care Policy

Date created: December 2023

Date of next review: December 2024

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 who require intimate care are not discriminated against, in line with the Equality Act 2010
- › Parents/carers 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 that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas. This may include (but is not limited to) supporting children with changing and supporting children when they have had a toileting accident but cannot independently clean themselves.

2. Legislation and statutory guidance

This policy complies with all relevant safeguarding and child protection legislation including the annual updates on Keeping Children Safe in Education.

3. Role of parents/carers

Parents and carers are expected to work closely with school to ensure that all have a good understanding of the child's toileting needs.

It is the responsibility of parents and carers to ensure that a child's developmental and medical needs are met. School would expect most children of reception age to have reasonably good independent self-care habits e.g. self-sufficient when going to the toilet, cleaning themselves afterwards, washing their hands. School recognises that children may have toileting accidents whilst in school. There will also be children who have medical needs, and/or learning needs which have delayed their self-care skills. Where this is the case, parents/carers are expected to inform the school and then work with school staff to create a plan to best meet the child's needs. The school nursing team can offer support to parents and carers and also advise on next steps to create independence in self-care habits where appropriate.

3.1 Seeking parental permission

Parents/carers will be asked to sign a consent form when children need 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, parents/carers will work with the school to create an intimate care plan (see section 3.2 below).

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/carers 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/carers afterwards.

3.2 Creating an intimate care plan

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

The school will work with parents/carers 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 is doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

Where appropriate, the plan will include developmental targets for parents/carers to work on with their child at home with the aim to grow their independence.

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.

Parents/carers are expected to provide the additional clothing, wipes, nappy sacks and sanitary wear needed for a child.

3.3 Sharing information

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

4. Role of staff

4.1 Which staff will be responsible?

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. The staff supporting the child will be known to the child and will where possible work within their classroom.

4.2 How staff will be trained

Staff will:

- Receive regular safeguarding training
- Work closely with the school nursing team around toileting.
- If necessary receive manual handling training that enables them to remain safe and for the pupil to have as much participation as 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

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

5. Intimate care procedures

5.1 How procedures will happen

When a child needs intimate care, 2 members of staff will be present. One will be supporting the child and one additional member of staff will be present in line with good practice. All staff that are supporting with intimate care have had an enhanced DBS with a barred list check.

When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies, bins and any other necessary equipment to protect the staff's health and for removal of waste.

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

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 the Designated Safeguarding Lead, Emma Hodge.

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.

5.3 Incidents where procedures will not take place

There may be occasions where a child needs extra support beyond intimate care that school can provide such as a shower or bath due to a soiling incident. When staff deem that a shower is needed, a phone call home will be made to ask parents and carers to collect. This is to ensure the child is not uncomfortable and is cleaned thoroughly.

6. Monitoring arrangements

This policy will be reviewed annually. The policy will be approved by the head teacher and will be shared with new starters.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions
- Equality Policy

Appendix 1:

Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care 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:

Consent Form for Intimate Care

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"/>
<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	