

# St Aidan's Catholic Primary School

"Living and growing in Christ"

## INTIMATE CARE POLICY



<b>Drafted by:</b>	Executive Headteacher
<b>Approved by:</b>	Full Governing Body
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## 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 every child 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 child 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.

## 2. Legislation and statutory responsibilities

This policy complies with statutory safeguarding guidance. It also complies with our funding agreement and articles of association.

## 3. Role of parents/carers

### 3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/ carers will be asked to sign a consent form. 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/ carers (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 (where 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's doubt whether the child is able to make an informed choice, their parents/ carers will be consulted. The plan will be reviewed at least annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

## **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 teaching and support staff may be required to undertake intimate care. 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.

### **4.2 How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, 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**

Usually one member of staff will be present as it will impact negatively on the smooth running of the

school and have a detrimental impact on the provision made to other pupils at that time to commit more than one member of staff to a routine school practice. The member of staff will make other staff aware that they are undertaking the procedure.

Procedures will be carried out in the disabled toilet in the school's reception area.

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

- Protective gloves
- Cleaning supplies
- Changing mats
- Bins.

For pupils needing routine intimate care, the school expects parents/carers 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.

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 Head of School or another member of the school's DSL team.

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.

## Appendix 1: Intimate Care Plan

Child's name		Insert Photo Here
Date of birth		
Year Group / Class		
Name of school		
Child's address		
Medical diagnosis or condition		
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		
Written on		
Review date		

Plan developed with

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Form copied to

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The above information is, to the best of my knowledge, accurate at the time of writing. I will inform the school immediately if there is any change in my child's intimate care needs.

Parent / Carer Signature	
Name	
Date	

School Staff Signature	
Name	
Date	

**Appendix 2: Record of Casual Intimate Care Administered**

Date	Child's name	Year	Time	Reason	Staff name
01/01/2024	John Smith	1	13:30	Diarrhoea	Jane Smith