Twin Sails Infant School & Nursery
and
Hamworthy Park Junior School

Intimate Care policy

Adoption: November 2023

Review Date: November 2025

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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 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.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

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, 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 (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's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

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.

See appendix 1 for a blank plan to see what this will cover.

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

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants.

No other staff members can be required to provide 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

Promoting independence and allowing a child to manage their own self- care when able will be promoted. We support the child in doing all they can for themselves. If a child is fully dependent on the staff members, we ensure that they talk with them about what they are doing and give them choices where possible.

We will ensure that we take opportunities to talk to parents/ carers and learn from them how they undertake intimate care tasks but we will, wherever possible, discuss our actions with the child eg 'Is it ok to do it this way?', 'Does that feel comfortable?'

Supply staff are not permitted to carry out personal care of a child unless that supply staff member has worked sufficient hours in the building to have built up relationship with the child and this will be decided by the Senior Leadership team.

Given the above proviso, we have no anticipation that meeting the child's medical or continence needs should raise any issues of child protection as all staff have been DBS checked. Therefore, it will be normal practice for only one adult to be involved in attending to a child's personal needs. Staff should ensure that another appropriate adult is informed of the task to be undertaken.

Students on work placement will not be involved in supporting children in this area of need.

At all times staff will be encouraged to remain vigilant for any signs or symptom of improper practice, as they do for all activities in school.

In school the Nursery toilet area or the medical room are the designated spaces for attending to a child's personal or medical needs.

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

- Non latex disposable gloves
- Changing table with adjustable height

- Wet wipes
- Where necessary spare nappies/ pull ups
- Nappy sacks
- Spare underwear
- Plastic bags for wet/soiled clothing
- Antibacterial cleanser
- Air Freshener
- First aid and medical supplies
- Nappy bin

The resources provided in these rooms will be maintained by Nursery team and First Aiders.

If a child requires a medical procedure, accidently wets/soils him/herself or requires intimate wider care they will be attended to in either of the designated areas referred to above. Spare resources can be found in the Nursery toilet but it is anticipated that you will check that you have everything to hand before you start the process to avoid leaving the child in a state of undress.

Staff involved in any intimate care procedure will be expected to wear nonlatex disposable gloves. Aprons provided will be available if considered appropriate for staff involved in any medical/intimate care.

Wet or soiled nappies will be disposed of in the nappy bin (Nursery).

The changing area will be cleaned and disinfected after use by the member of staff.

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 a Designated safeguarding Lead or a member of the Senior Leadership 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.

6. Monitoring arrangements

This policy will be reviewed by Headteacher every 2 years. The Early Years Leader will support the Headteacher in this review. At every review, the policy will be approved by Safeguarding Link Governor on behalf of the Local Governing Body.

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

Appendix 1: intimate care plan

Intimate Care Plan

PARENTS/CARERS	
Name of child	
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	
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	
CHILD	
I will:	
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.

Next review date:

To be reviewed by:

Appendix 2: parent/carer consent form

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)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child is unwell)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
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). 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). 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.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	