



Thrunsoe Primary and Nursery Academy

Intimate Care Policy

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 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.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents 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 (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 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 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, the child (when possible) and any relevant health professionals.

The school will work with parents 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 will be consulted.

The plan will be reviewed annually, 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 template plan to see what this will cover.

3.3 Sharing information

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

We support parents with tips about toilet training and will advise parent's to seek outside agency support where it may be necessary.

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 EYFS Teachers, TA's, EYP's, Lunchtime Supervisors and HLTA's.

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 is possible

They are encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

One member of staff will support the child with the intimate care needed and an additional member of staff will be present to witness the intimate care. This is designed to protect the child and the adult during the process.

Procedures will be carried out in the toilet area.

Procedures will be recorded by the staff members carrying out the intimate care procedure and the member of staff witnessing. (See Appendix 3)

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

Protective gloves, wet wipes, changing mat, nappy bin and spare pull-ups/underwear.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely and discreetly returned to parents 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 procedure - CPOM's.

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 Simon Bate (DSL) or Kerry Allen (DDSL).

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 Emma Allen every two years, or sooner if required. At every review, the policy will be approved by the governing body and the headteacher.

Policy date: September 2023

Approved by the governing body: 16th November 2023

Next renewal: September 2025

Appendix 1: Template intimate care plan

INTIMATE CARE PLAN	
Name of child	
Type of intimate care needed?	
How often care will be given?	
What resources and equipment will be used, and who will provide them	
How can staff make your child more comfortable with the process?	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Signature of parent or carer	
Relationship to child	
Date	
CHILD'S VOICE (IF APPROPRIATE)	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Appendix 2: Template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
<p>It is not uncommon for children in Nursery and even Reception to have toileting accidents when they are busy and engaged in learning. Most children of this age are not developmentally able to successfully wipe their own bottoms.</p> <p>For these reasons it is often necessary for staff to support your child with their intimate care needs.</p> <p>This procedure will take place in the toilet area and your child will be encouraged to help as much as possible. One member of staff will support your child, another will witness the intimate care given. This is to protect both your child and the staff member.</p> <p>In order for us to support your child with their intimate care needs, it is important that we have your consent to do so.</p> <p>Please read below and sign to let us know if you are happy or not for us to support your child with their intimate care needs should they require help.</p>	
<p>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 has an infection)</p>	<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 and 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"/>
Name of parent/carer:	
Parent/carer signature:	
Relationship to child	
Date	

