



INTIMATE CARE POLICY

1 DEFINITION OF INTIMATE CARE

- 1.1** Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Lockwood Primary is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

2 AIMS

- 2.1** This policy aims to ensure that:

- 2.2**
- Intimate care is carried out properly by staff, in line with any agreed plans
 - The children's right to safety, dignity and privacy is respected.
 - 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 considered
 - 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

3 LEGISLATION AND STATUTORY GUIDANCE

- 3.1** This policy complies with statutory safeguarding guidance, namely Keeping Children Safe in Education 2024.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

4 PRINCIPLES OF INTIMATE CARE

- 4.1** The following are the fundamental principles upon which this policy is based:

- 4.2**
- Every child has the right to be safe.
 - Every child has the right to personal privacy.
 - Every child has the right to be valued as an individual.
 - Every child has the right to be treated with dignity and respect.
 - Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
 - Every child has the right to express their views on their own intimate care and to have such views considered.
 - Every child has the right to have levels of intimate care that are as consistent as possible.

4.3 Parental Permission

- 4.31** 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.
- 4.3.2** 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 (see section 6 below).

- 4.3.3 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.
- 4.3.4 Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

5 PARENT/CARER RESPONSIBILITIES

- 5.1 Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- 5.2 Parents/carers should work with school to develop and agree a care plan.
- 5.3 Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.
- 5.4 Parents/carers must ensure that school always has their emergency contact details.

6 INTIMATE CARE PLANS

- 6.1 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.
- 6.2 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.
- 6.3 Subject to their age and understanding, the preferences of the child will also be considered. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.
- 6.4 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.
- 6.5 An intimate care plan proforma is attached at the end of this policy.
- 6.6 For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or spare clothing.
- 6.7 **Sharing information**
- 6.7.1 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.

7 STAFF'S RESPONSIBILITIES

- 7.1 Any roles who may carry out intimate care will have this set out in their job description.
- 7.2 Teachers and teaching assistants will provide intimate care. Administration and other support staff who are suitably qualified and trained in classroom practice may also provide intimate care.
- 7.3 Volunteers and other unpaid members of staff will not provide intimate care.
- 7.4 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.
- 7.5 Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be considered.
- 7.6 Staff will consider the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

7.7 Staff will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

7.8 Staff will respect a family's right to confidentiality. Personal and sensitive information will only be shared with those who need to know.

7.9 Training

7.9.1 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

7.9.2 Staff will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

7.9.3 Staff will also be encouraged to seek further advice as needed.

8 GOVERNORS' RESPONSIBILITIES

8.1 To ensure that sufficient staff are trained to meet the needs of their learners.

8.2 The governing body will ensure that this policy is monitored and reviewed at least every two years.

9 LEARNER'S RESPONSIBILITIES

9.1 To be as involved as possible in their intimate care and with their care plan.

9.2 To let school staff know when they are aware that they need assistance.

9.3 To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

10 INTIMATE CARE PROCEDURES

10.1 Wherever possible, intimate care procedures will be carried out with two adults present, the Teacher or TA carrying out the care observed and supported by a member of the office staff in the ladies toilets or, in EYFS, within sight of other staff within the teaching area, whilst preserving the dignity of the child.

10.2 Equipment

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

- protective gloves,
- cleaning supplies,
- changing mat
- suitable bin.

10.2.2 The school will endeavor to hold spare clothing for pupils who receive intimate care. However for pupils needing routine intimate care, the school expects parents to provide sufficient clothing to meet the child's intimate care needs.

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

11 SAFEGUARDING

11.1 If a member of staff carrying out intimate care has any concerns the welfare and wellbeing of a child, this must be reported following the school's existing safeguarding procedures.

11.2 If a child is hurt accidentally or there is an issue when carrying out intimate care, the staff member will report the incident immediately to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.

11.3 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.

12 MONITORING OF THIS POLICY

12.1 This policy will be reviewed every two years. At every review, the policy will be approved by the Headteacher.

13 RELATED DOCUMENTATION

13.1 When reading this document please be aware of and refer to the following school policies:

- The Safeguarding Policy
- The GDPR Policy
- The Policy for Managing Medical Needs In School
- The First Aid Policy
- The Health and Safety Policy
- The SEND Policy
- The Inclusion Policy

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