High Rocks Federation

ASPIRATION INCLUSION COLLABORATION

BROADWATER DOWN PRIMARY SCHOOL

LANGTON GREEN PRIMARY SCHOOL

Intimate Care Policy

This is a shared policy, applied to all schools within the Federation and superseding any previous separate policies.

Approved	Summer 2026
Next review	Summer 2027

Table of Contents

1. Aims 3
2. Legislation and statutory guidance 3
3. Role of parents/carers 3
    3.1 Seeking parental permission 3
    3.2 Creating an intimate care plan 3
    3.3 Sharing information 4
4. Role of staff 4
    4.1 Which staff will be responsible 4
    4.2 How staff will be trained 4
5. Intimate care procedures 4
    5.1 How procedures will happen 4
    5.2 Concerns about safeguarding 5
6. Monitoring arrangements 5
7. Links with other policies 5

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 guidance

This policy complies with statutory safeguarding guidance.

3. Role of parents/carers

3.1 Seeking parental permission

For children whose needs are more complex or who need particular support 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 twice a year, 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

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

Pupils are encouraged to be as independent as possible in regards to toileting. Where possible, they are taught to clean and change themselves, supported by staff if necessary through verbal encouragement and guidance. This would not be classified as intimate care, although we would still advise any member of staff supporting a child in this way to let other members of the team know where they are and who they are helping for transparency and everyone's safeguarding.

If a pupil requires physical assistance to clean their intimate personal areas, it is important that the process is respectful of the pupil's privacy and consent, transparent to safeguard all parties, and open with parents so that they can understand what care has been given.

- Regular intimate care would be clarified and supported by a specific Intimate Care Plan, discussed and agreed with parents (and where appropriate, the child as well).
- 2 members of staff would be present to ensure everybody's safeguarding.
- Intimate care would take place in a specified location with the knowledge of the members of staff with responsibility for that child.
- Intimate care would be logged and recorded, regardless of whether an Intimate Care Plan is in place. This log would be shared with parents regularly.

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

- Protective gloves, cleaning supplies, changing mats and appropriate 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 [role].

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 and approved by the senior leadership team on an annual basis. At every review, the policy will be approved by the headteacher and any changes will be shared with the 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