

Intimate care policy

St Mary's CEVA Primary School



Approved by:	FGB	Date: 8/2/23
---------------------	-----	---------------------

Last reviewed on:	
--------------------------	--

Next review due by:	January 31 st 2026
----------------------------	-------------------------------

Signed by Headteacher:

Jo Woolley

Signed by Chair of Governors:

Elizabeth Durning

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 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

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

The Governing Body will act in accordance with Section 175 of the Education Act 2002, Keeping Children Safe in Education (2020) 'Safeguarding Children and Safer Recruitment in Education' (2006), Working together to safeguard children (2018) and Supporting Pupils with Medical Conditions guidance 2015 to safeguard and promote the welfare of pupils at this school.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

3. Role of parents

3.1 Seeking parental permission

For children who need routine 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 (if used), 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.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person or by telephone.

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 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/Record Keeping

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.

A written record will be kept every time a child has an intimate care intervention or procedure. This will be recorded on the CPOMS platform under intimate care. These records will be available to parents on request. For children with an intimate care plan this will be a rolling record, which will then be scanned into the CPOMS system at the end of each term. Paper copies will only be kept for the term they are current and stored securely in the child's classroom.

4. Role of staff

4.1 Which staff will be responsible

Staff familiar to the children should carry out intimate care, e.g. classroom TA, 1:1 TA, Class teacher.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers.

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:

- Input on procedures /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 will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

When intimate care is required this will be carried out by 2 members of staff, ideally who are known well to the child.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Procedures will be carried out in the disabled toilets in KS1 or the Year 3 corridor.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

Health & Safety guidelines should be adhered to regarding waste products; if necessary, advice should be taken from Gloucestershire County Council regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.

When carrying out procedures, the school will provide staff with: protective gloves, aprons, soap, disinfectant and COVID-19 protective equipment as necessary.

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 a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, 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 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 SENDCo or Pastoral Lead.

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 Judith Selwood, SENDCo annually. At every review, the policy will be approved by the governing body.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- SEN
- Supporting pupils with medical conditions

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	
How procedures will differ if taking place on a trip or outing	
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

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	

This plan will be reviewed twice a year.

Next review date

To be reviewed by:

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Name of child		
Date of birth		
Name of parent/carer		
Address		
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>	
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)	<input type="checkbox"/>	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<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 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.</p>	<input type="checkbox"/>	
Parent/carer signature		
Name of parent/carer		
Relationship to child		
Date		