INTIMATE AND PERSONAL CARE POLICY

REVIEWED BY THE SCHOOL

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'At the heart of the community, we are a school that gives children the key to their education, enabling them to unlock the doors to their wider world.

INTIMATE CARE POLICY

This policy aims to ensure that

1. Intimate care is carried out properly by staff, in line with any agreed plans
2. The dignity, rights and wellbeing of children are safeguarded
3. Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
4. Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are being considered
5. Staff carrying out intimate and personal care work do so within the guidelines (health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

PRINCIPLES

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as feasible, the child should be allowed to exercise choice and should be encouraged where possible to demonstrate independence. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and the young persons' right to privacy and dignity is maintained at all times.

Intimate care may be any of the following:

1. Supporting a pupil with dressing/undressing;
2. Providing comfort or support for a distressed pupil;
3. Assisting a pupil requiring medical care, who is not able to carry this out unaided;
4. Cleaning a pupil who has soiled him/herself, has vomited or feels unwell;

The school recognises that some children with SEND or medical needs may require intimate and personal care beyond that typically expected for their age and will ensure reasonable adjustments are made in accordance with the Equality Act 2010.

We strongly promote children's independence and support parents in encouraging their children to be able to do the following:

- Dress themselves
- Go to the toilet independently
- Wipe themselves appropriately
- Wash their hands

We are aware however that in certain circumstances this may not be achievable and continued support will be required.

ROLE OF PARENTS/CARERS

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 (Appendix 1)**.

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 (Appendix 2)** will be created in discussion with parents/carers.

Where a child does not have an intimate care plan or parents have not signed the parental consent for routine care, parental permission will be sought before performing any intimate and personal care procedure.

If we are unable to contact 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 contact parents afterwards.

INTIMATE CARE PLAN

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child 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.

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.

ROLE OF STAFF

Staff will ensure the safety and dignity of the child is maintained at all times.

Intimate and personal care will normally be undertaken by one trained member of staff. A second adult will be readily available where appropriate, taking into account the needs of the child, safeguarding considerations and the child's dignity.

All staff at the school who carry out intimate care 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.

Staff will receive:

- Regular safeguarding training
- If necessary, manual handling training that enables both the staff and pupil to remain safe.

They will be familiar with:

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

Significant intimate care incidents, unusual concerns or repeated accidents will be recorded and shared with parents/carers.

SOILING

Intimate and personal care for soiling should only be given to a child after parents have given permission for staff to clean and change the child (signed consent form). If your child is taking medication to support their bowel movements that could require them to be changed, we ask that you sign the consent form and provide additional clothing.

If a signed consent form has not been completed, the school will contact the parents/carers/emergency contact informing them of the necessity to clean the child. If the parents/carers/emergency contact can come to school within a few minutes then the child will be comforted and kept away from other children to preserve their dignity until their parent/carer arrives. The child will be dressed at all times and never left unattended.

If a parent/carer cannot attend then we would seek verbal consent to clean and change the child.

Where parents/carers cannot be contacted, the Headteacher will be consulted and a decision will be made in order to safeguard the child and maintain their dignity.

If a child requires cleaning/changing, staff will ensure that:

- Protective gloves are worn;
- The child will be reassured;
- The child will be encouraged to care for him/herself as far as possible;
- Physical contact is kept to a minimum to carry out the necessary cleaning;
- Bodily fluids such as vomit, blood and excrement will be wiped up and disposed of;
- Soiled clothing will be put in a plastic bag, unwashed and will be sent home with the child.

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 Designated Safeguarding Officers, Mrs Dodd and Mrs De Vega Oldham.

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 and the allegation will be investigated according to the school's safeguarding procedures.

LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:

- Accessibility plan
- SEND
- Child protection and safeguarding
- Health and Safety policy
- Administration of Medication policy
- Keeping Children Safe in Education 2026
- Staff Code of Conduct

APPENDIX 1

PARENT/CARER CONSENT FORM

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 (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)	☐
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. to 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	

APPENDIX 2

INTIMATE CARE PLAN

Parents/Carers	
Name of child	
Type of intimate care needed	
How often the 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 cleaned?	
Signature of child	
Date	