

Intimate Care Policy



Review Date

October 2023

Ratified

November 2023

Next Review Date

November 2025

Responsible Colleagues

Director of Safeguarding and Inclusion

Four Critical Questions

*These four critical questions make it clear who we are and what we do.
We ask ourselves these questions to guide our work and our improvement.*

Why do we exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

How do we behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.

What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

How will we succeed?

1. Aligned autonomy
2. Keeping it simple
3. Talent development

Contents

1	Aims	4
2	Legislation and Statutory Guidance	4
3	Roles of Parents/ Carers	4
4	Roles of Staff	5
5	Intimate Care Procedures	6
6	Monitoring arrangements	7
7	Links with other Policies	8
	Appendix 1 Intimate Care Plan Template	9
	Appendix 2 Parent/ Carer Consent form	10
	Appendix 3 Intimate Care Log	11

1 | Aims

1.1 This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with agreed plans.
- The dignity, rights and wellbeing of children 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 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.

1.2 Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

2 | Legislation and Statutory Guidance

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

2.2 It also complies with our *Funding Agreement* and *Articles Of Association*.

3 | Roles of Parents/Carers

Seeking parental permission

3.1 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.

3.2 For children whose needs are more complex or who need particular support outside of what is covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 3.5 below).

- 3.3 Where there is no intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.
- 3.4 If the academy 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 academy will inform parents/carers afterwards.

Creating an intimate care plan

- 3.5 Where an intimate care plan is required, it will be agreed in discussion between the academy, parents/carers, the child (when possible) and any relevant health professionals.
- 3.6 The academy 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.
- 3.7 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.
- 3.8 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.
- 3.9 See [appendix 1](#) for a blank template plan.
- 3.10 Parent/ Carers are responsible for providing a supply of nappies, wipes, disposable bags, a change of clothes and other appropriate hygiene items for the purpose of intimate care. At least a weekly stock should be provided to be stored at the school for those needing regular intimate care.

Sharing information

- 3.11 The academy 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

Which Staff Will be Responsible?

- 4.1 Any staff who, within their roles, administer regular intimate care, should have this reflected in their job description. Some staff may also be directed by SLT to administer intimate care, with appropriate guidance and training, on a temporary basis.

- 4.2 No other staff members can be required to provide intimate care.
- 4.3 All staff at the academy 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
- 4.4 The SENDCO is responsible for ensuring that this policy is carried out effectively.

How will staff be trained?

- 4.5 Training in the specific types of intimate care they undertake
- 4.6 Regular safeguarding training
- 4.7 If necessary, manual handling training that enables them to remain safe and for the pupil to have as much bodily autonomy as possible

They will be familiar with:

- 4.8 The control measures set out in risk assessments carried out by the academy
- 4.9 Hygiene and health and safety procedures
- 4.10 They will also be encouraged to seek further advice as needed.

5 | Intimate Care Procedures

How procedures will happen

- 5.1 Staff will carry out intimate care in pairs. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by two adults unless there is a sound reason for having more or less adults present. In such a case, the reasons will be documented.
- 5.2 Procedures will be carried out in the designated intimate care area within the academy.
- 5.3 When carrying out procedures, the academy will provide staff with:
 - Protective Gloves
 - Hygiene equipment
 - Cleaning supplies

- Changing mats or tables
- Bins

5.4 For pupils needing routine intimate care, the academy 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.

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

5.6 A review of intimate care logs will be undertaken at least termly by the SENDCO. An example of the Intimate Care Log can be found in [Appendix 3](#).

Concerns about safeguarding

5.7 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 academy's safeguarding procedures.

5.8 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 Principal.

5.9 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

5.10 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 at an appropriate level and outcomes recorded.

5.11 Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

6 | Monitoring Arrangements

6.1 This policy will be reviewed annually by the Director of Safeguarding and Inclusion.

7 | Links with other policies

7.1 This policy links to the following policies and procedures:

- *Accessibility Plan*
- *Child Protection and Safeguarding*
- *Health and Safety*
- *SEND*
- *Medical Conditions*

Appendix 1

Intimate Care Template

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 (WHERE 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	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2

Template parent/carer consent form

PERMISSION FOR ACADEMY TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the academy to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the academy 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 academy 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 academy 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 academy 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 academy'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	

