



“Loving and Learning Together, for Life, as Jesus taught us.”

Leonard Stanley C of E Primary School

Intimate Care Policy

Title: Intimate Care Policy

Person(s) who created policy: Head teacher/FSW, April 2024

Date reviewed: April 2025

Review Frequency: Annual

Date for next review: April 2026

Legislation

Intimate care policies in UK primary schools are guided by several key pieces of legislation to ensure the dignity, rights, and well-being of children. Here are some of the main legislative frameworks:

1. Equality Act 2010: This act ensures that pupils with intimate care needs are not discriminated against. Schools must make reasonable adjustments to accommodate these needs.
2. Special Educational Needs and Disability Act 2001: This act requires schools to provide appropriate support for children with special educational needs, including intimate care.
3. Children and Families Act 2014: This act includes provisions for Education, Health, and Care Plans (EHCPs) for children with additional needs, which can encompass intimate care requirements.
4. Early Years Foundation Stage (EYFS) Framework: This framework sets standards for the learning, development, and care of children from birth to five years old, including guidelines for intimate care.

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.

This intimate care policy should be read in conjunction with the school's policies as below

- safeguarding policy and child protection procedures

- staff code of conduct and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- health and safety policy and procedures
- Special Educational Needs policy

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Definition

Intimate personal care is hands-on physical care in personal hygiene, and/or physical presence or observation during such activities. It includes:

- Body bathing other than to arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas.
- Continence care
- Placement, removal and changing of incontinence pads
- Menstrual hygiene
- Dressing and undressing

Principles

1. Respect and Dignity: Children's dignity and privacy must be preserved at all times.
 - a. We understand the importance of treating all pupils with respect and dignity during intimate care, regardless of their age, gender, disability, religion, ethnicity, or sexual orientation. The child's welfare is our top priority, and their experience should always be positive. Each pupil is unique and should receive gentle, sensitive care that avoids any distress or pain.
 - b. Where pupils with complex and/or long-term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.
 - c. Child focused principles of intimate care, include these fundamental principles upon which the Policy and Guidelines are based:
 - 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 taken into account.
 - Every child has the right to have levels of intimate care that are as consistent as possible.

2. Consent and Communication: Obtain consent from the child and explain procedures in an understandable manner.
 - a. Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.
 - b. All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.
 - c. There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs.
 - d. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.
 - e. We will respect every child's right to privacy and modesty. We will carefully consider each pupil's needs to decide who and how many carers should be present during intimate care. To protect privacy and dignity, we aim to involve as few staff as possible. Whenever possible, we will seek and respect the pupil's wishes and feelings.
3. Safeguarding: Follow safeguarding procedures to protect both the child and the caregiver.
 - a. This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.
 - b. No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.
 - c. Staff will be supported to adapt their practice in relation to the needs of individual pupils considering developmental changes such as the onset of puberty and menstruation.
 - d. An individual member of staff should inform another appropriate adult when they are going to assist a pupil with intimate care.
 - e. Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.
4. Hygiene and Safety: Use appropriate PPE and follow hygiene protocols.
 - a. Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

- b. It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.
- c. 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

Staff Responsibilities

- Training: Staff must undergo training in intimate care procedures.
- Safeguarding: Adhere to safeguarding policies and procedures.
- Communication: Communicate effectively with children and parents.
- All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.
- Hygiene: Follow hygiene protocols and use PPE.

Parental Involvement

- Consent: Obtain written consent from parents for intimate care procedures.
- Communication: Inform parents of any incidents or concerns related to intimate care.
- Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.
- Where a care plan or My Plan is not in place, parents/carers will be informed and will be asked to assist if needed. (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.

Record keeping

- In relation to record keeping, a written record should be kept in a format agreed by parents and staff every time a child has an intimate care intervention or procedure
- Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case.
- These records will be kept in the child's file/log book and available to parents/carers on request.

Review

This policy will be reviewed annually to ensure it remains up-to-date and effective