

Frogwell Primary School

Safe and Happy – Supportive – Respectful – Aspirational – Inclusive

Intimate Care Policy

- *Safe and Happy: We want all children to feel emotionally and physically safe in our school and to enjoy coming here each day. We aim to make our school a happy place for everyone*
- *Supportive: We believe it is essential to provide children with the support they need to succeed both academically, socially and emotionally.*
- *Respectful: We want all members of our school community to treat others and themselves with respect. We believe in the importance of adults modelling respectful behaviours to help children to learn respect.*
- *Aspirational: We believe all children should be encouraged to have aspirations for the future regardless of their starting points. We aim to inspire children and build their confidence to aim high.*
- *Inclusive: We believe our school is a better place if we can include everyone and support those with different needs to experience success in education and in life.*

Date of Policy: Term 1 2025

Review Date: Term 1 2026

Governor Responsibility: Full Governing Body

Governor Lead: Nigel Linacre

Nominated Lead Member of Staff: Imogen Woods

Status & Review Cycle: Statutory Annual

We recognise that there may be occasions when pupils require the assistance of staff with intimate and personal care procedures. This may be necessary, for example:

- during the provision of medical care,
- when assisting pupils with toileting,
- when assisting pupils with dressing/undressing, for example during PE or swimming

“Intimate care” refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children’s intimate personal areas.

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

Roles and responsibilities

Role of Parents/Carers

Seeking parental permission

- Parents of all children will be asked to complete a consent form for occasional intimate care when they join the school (e.g. for small toileting accidents or when a pupil is taken ill at school). Any parents who do not give consent for school staff to provide care will be expected to come to the school to do this themselves when requested.
- For children whose needs are more complex or who need regular/ongoing intimate care support, an Intimate Care Plan will be created in discussion with parents (see Intimate Care Plan template below).
- Where there isn’t an Intimate Care Plan or parental consent for occasional care in place, parental permission will be sought on the phone 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 that would be considered neglectful to not address, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

Creating an intimate care plan

- Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (wherever possible) and any relevant health professionals. The plan will be recorded on a standard Intimate Care Plan template (see Appendix 1).
- 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 considered.
- The plan will be reviewed twice a year by the class teacher and parent, even if no changes are necessary, as well as whenever there are changes to a pupil’s needs. Any relevant health professionals will be invited to take part in the review.

Sharing information

The school will share information with parents as needed to ensure a consistent approach. The school expect parents to also share relevant information regarding any intimate care matters as needed.

Role of staff

Which staff may carry out intimate care procedures?

Only staff at the school who 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, may carry out intimate care procedures. Short term supply staff are not permitted to carry out any intimate care procedures. It is the responsibility of the Headteacher (or Assistant Headteacher in their absence) to decide if a longer-term supply teacher may carry out intimate care procedures.

How staff will be trained

Staff will receive:

- 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

Staff supporting intimate care will be familiar with:

- the control measures set out in any risk assessments carried out by the school
- hygiene and health and safety procedures.

Staff are encouraged to seek further advice as needed.

How procedures will happen

- It is best practice from a health and safety and safeguarding perspective to have two members of staff present during intimate care procedures. However, the school acknowledges that this is not always possible and that there will be times where only one member of staff is able to be present.
- Staff should be aware of lone working and must always tell another staff member when they are going to support a pupil with intimate care, including:
 - which pupil
 - the location
 - the reason the care is needed

This is for a staff member's protection.

- If staff feel vulnerable, they must request to have another member of staff with them.
- Procedures will be carried out in:
 - the dedicated toilet facility in the Carle Class mobile building (this is the only facility with a changing bed so any pupils who require lie-down changing must use this area)
 - the disabled toilet area in the main building
 - the dedicated toilet facility in EYFS
 - for Reception children requiring minimal support only, the EYFS toilet area (NB: if an adult is supporting intimate care in this area, other pupils must not be present in the toilet area at the time)
- When carrying out procedures, the school will provide staff with appropriate resources and Personal Protective Equipment such as protective gloves, disposable aprons, cleaning supplies, changing mats and bins.

- For pupils needing routine/regular 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, wipes, 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.
- Staff who are providing intimate care must make sure their clothing, jewellery, tying back of hair and positioning of ID lanyards are all appropriate for the circumstances. This is particularly important where the staff member will need to bend over or lean forward and when the child being supported is likely to grab at hair etc during changing due to their behaviour needs or developmental stage.
- An Intimate Care Record Sheet must be completed for every episode of intimate care and the parent informed promptly. The record will include the date and time, the type of care given and the name(s) and signature(s) of the staff involved (see Appendix 2).

Guiding principles to support children's dignity and independence

- **Many children who require intimate care support need this type of care at a** later age than may be considered 'typical'. Staff should be aware that this may cause feelings of embarrassment or humiliation for children and be sensitive to this.
- Staff should use the most appropriate location for intimate care to maximise the child's privacy and dignity with peers.
- Children should be encouraged to be as independent as possible in their intimate care. Staff should encourage children to do as much as they reasonably can for themselves (e.g. wiping, dressing) in line with their needs and developmental stage. Children's individual plans will set out the level of independence or support they need, e.g. standing up to be changed, hand-over-hand guidance to wipe, backward-chaining processes for dressing afterwards etc.

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 usual 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 Headteacher, or next most senior member of staff in their absence.
- 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

Appendix 1: Template for Intimate Care Plan

Intimate Care Plan	
Name of child	
Type of intimate care needed (e.g. nappy change)	
How often care will be given	
What training staff will be given	
Where care will take place	
What strategies are agreed to support maximum independence in line with child's needs? (i.e. what should staff encourage child to do for themselves and what will need to be done for them?)	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Signature of staff member	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

Appendix 2: Intimate Care record sheet

Intimate Care Record					
Pupil name					

