

Intimate Care policy

Longfields Primary School and Nursery



Approved by: Governing Board **Date:** September 2024

Last reviewed on: N/A

Next review due by: September 2025

Aims

This policy aims to ensure that:

- : Intimate care is carried out properly by staff, in accordance with any agreed plans
- : The dignity, rights and wellbeing of every child 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 child are taken into account
- : Staff carrying out intimate care work do so within guidelines that protect themselves and the pupils involved (i.e. [OCC Toileting and Personal Care Guidance](#), health and safety, manual handling, safeguarding protocols awareness)

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Roles of parents/carers

Seeking parental permission

For children up to the end of Year 2 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 2).

Where there is no parents/carers consent for routine care in place, parents/carers verbal consent will be sought before performing any intimate care procedure.

For children whose needs are more complex or who need particular support outside of what's covered in the consent form, an intimate care plan will be created in discussion with parents/carers.

From Year 3 onwards parents/carers will be called in advance of intimate care being given, unless an intimate care plan is in place.

If parents/carers cannot be contacted the Headteacher/Designated Safeguarding Lead will make a decision based upon the best outcome for the child, and staff will inform parents/carers afterwards via Medical Tracker.

Creating an intimate care plan

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

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.

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.

See appendix 1 for a blank template plan to see what this will cover.

Sharing information

The school 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.

Role of staff

Which staff will be responsible?

Any roles who may carry out intimate care will have this set out in the Person Specification. This includes Nursery Assistants, Teaching Assistants and Higher Level Teaching Assistants.

No other staff members can be required to provide intimate care although they may do so voluntarily.

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.

How staff will be trained

Staff will receive:

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

Intimate care procedures

How procedures will happen

The normal process of staff providing intimate care to a child should not raise child protection concerns. One staff member can provide intimate care for a child providing another adult is within close proximity and can hear the conversation taking place between staff and the child. This protects the dignity of the child reducing those present in the actual room whilst intimate care is given. No unnecessary staff will be present, and no other staff should interrupt the intimate care procedure.

Procedures will be carried out in large toilet cubicles assigned for this purpose throughout the premises.

Two members of staff may be required for more complex type of care procedures, this will need to be assessed on an individual basis in joint consultation with health and other support professionals.

When carrying out procedures, the school will provide staff with:

- Protective gloves & aprons
- Cleaning supplies
- Nappy Sacks
- Changing mats
- Bins

For pupils needing routine intimate care, the school 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.

Any soiled clothing will be contained securely and discreetly returned to parents/carers at the end of the day. Staff will record the intimate care given using Medical Tracker and send an email notification to parents/carers via Medical Tracker.

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 a Designated Safeguarding Lead using CPOMS.

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 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	

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
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	