

# Intimate Care Policy



## All Saints' Catholic Primary School

'Living our Faith, Learning in Love'

'I Can do things you Cannot, you Can do things I Cannot; together we Can do great things'  
Mother Teresa

'Love one another as I have loved you' John 13:34

We Value...

**WORKING TOGETHER**

**KINDNESS**

**FORGIVENESS**

**TRYING YOUR BEST ALWAYS!**

This plan will be reviewed twice a year.

Next review date: September 2026

To be reviewed by: SLT

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas. At All Saints' Catholic Primary School, we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting full- time school.

Difficulties with continence severely inhibit a child's inclusion in school, therefore children with toileting problems are more likely to achieve their full potential when they receive support and understanding from those who act in loco parentis.

## **Aims**

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum. All Saints' will work:

- To ensure the dignity, rights and wellbeing of every child are safeguarded.
  - To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010.
  - To provide help and support to pupils in becoming fully independent in personal hygiene.
- To treat continence issues sensitively in order to maintain the self-esteem of the child.
- Work with parents in delivering a suitable care plan where necessary.
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involves.

## **Pupils' Needs**

Staff at All Saints' Catholic Primary School work hard to build effective relationships with the parents and carers of pupils. Any child who has personal or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

## **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 considered. 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 whenever there are changes to a pupil's needs.

See appendix 1 for a template plan.

### **Sharing information**

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected to also share relevant information regarding any intimate matters as needed.

### **Which staff will be responsible?**

All staff at All Saints' have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment and therefore can carry out the above care.

SLT will

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

### **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**

During nappy changes, toileting and any intimate care procedure, All Saints' will balance children's privacy with safeguarding and support needs.

## **Staffing**

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, 1 member of staff will be present with each child, except for circumstances where 2 members of staff are needed to:

- Safely handle a child who needs to be assisted
- Use equipment such as a hoist

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support. We will train 2-3 members of staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also people known to the child.

## **Arrangements**

Procedures will be carried out in the toilet area. When carrying out procedures, the school will provide staff with: protective gloves, aprons, cleaning supplies, wipes and yellow clinical waste bags. For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a weeks' worth in advance) of necessary resources, such as nappies, 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.

## **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 SLT. 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.

## **Monitoring arrangements**

This policy will be reviewed by the Headteacher and SENCO annually. At every review, the policy will be approved by the governing committee.

### **Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions



## 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	
CHILD	
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	

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 <b>do not</b> 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(s) 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(s), 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	