



## Intimate Care Policy

**Principal: Mrs Rhodes**

**Assistant Principal: Mrs Sukonik**

**Chair of Governors: Mrs S Smith**

This policy was adopted: October 2024

**‘As children of God at St Paulinus, we strive to create a happy, caring place where everybody is valued, respected and safe so we learn and grow to our very best.’**

*“Having gifts that differ according to the grace given to us, let us use them” (Romans 12,6)*

**NURTURE: Knowledge, Curiosity, Resilience, Respect, Spirituality, Creativity & Love**

### Section 1: Aim

At St Paulinus CE Primary School we understand the importance of the responsibility to safeguard and promote the welfare of children. Pupils may require assistance with intimate care as a result of their age, medical needs or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance. This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

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 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 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.

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

### Practicalities:

It is generally expected that most children will be toilet trained and out of nappies before they begin at school. However, we recognise that children will join St Paulinus CE Primary school, having reached

differing levels of independence and development in toileting and self-care. It is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. We recognise and understand that a significant number of these pupils require adult assistance for their personal and intimate care needs.

## **Section 2: Legislation and statutory guidance**

This policy complies with statutory safeguarding guidance.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## **Section 3: Role of Parents and carers**

### **3.1 Seeking parental permission**

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 (**Appendix i**).

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

Where there isn't an intimate care plan or parental consent for routine care in place, school will try to seek parental permission prior to performing any intimate care procedure. However, if the school 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 school will inform parents/carers afterwards.

### **3.2 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 (when 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.

For pupils needing routine or occasional 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, wet wipes, clean underwear and a spare set of clothing.

The plan will be reviewed periodically, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See **Appendix ii** for a blank template plan to see what this will cover.

### **3.3 Sharing information**

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

## **Section 4: Role of School Staff**

### **4.1 Who is responsible for carrying out intimate care procedures.**

All staff members who have responsibility for that child.

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.

#### 4.2 How staff will be trained

Staff will receive:

- Training where applicable in the specific types of intimate care they undertake as stated in the Intimate Care Plan
- 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

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19 and other contagious illnesses
- They will also be encouraged to seek further advice as needed

### 5. Intimate care procedures

#### 5.1 How procedures will happen

If a pupil requires intimate care, staff members who have responsibility for that child will be informed and if a care plan is in place, this will be shared with them.

For pupils needing routine 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, wet wipes, clean underwear and a spare set of clothing.

When dealing with an intimate care incident: -

- A child requiring intimate care will be dealt with as quickly as is practically possible.
- Any intimate care procedure will always be carried out by two members of staff employed directly by the school. Casual staff, for example supply teachers, sports coaches, other agency employees, or volunteers will not be used.
- Procedures will be carried out in the pupil toilets, where the pupil can be mostly independent in changing themselves and the staff member is there to primarily provide clothing and remove soiled items. Where staff members are required to change and clean the child the pupil toilets, or the accessible toilet in KS1, will be used.
- Procedures will be carried out following standard protocols for preventing and controlling infections as advised in [preventing-and-controlling-infection- GOV UK](#)
- All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- Members of staff will get children used to using the toilet and encourage them to be as independent as possible.
- Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

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

- ✓ Protective gloves (compulsory)
- ✓ Disposable aprons and masks (optional – based on staff's dynamic risk assessment)
- ✓ Cleaning supplies
- ✓ Bags for soiled clothing and other items contaminated with bodily fluids
- ✓ Bin for disposal of human waste (located in the accessible toilet)
- A record of the intimate care will be logged. (**Appendix iii**).
- Parents will be informed as soon as possible after the intimate care incident and no later than the end of the same school day.

- Any soiled clothing will be contained securely in a bag and discreetly returned to parents/carers at the end of the day.

### **5.2 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 the duty Designated Safeguarding Lead (DSL).

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, including informing the LADO.

### **6. Monitoring arrangements**

This policy will be reviewed by a member of the school leadership team annually. At every review, the policy will be approved by the governing body.



### Parent/Carer consent form for occasional intimate care

<b>PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE</b>	
Name of child	
Date of birth	
Name of parent/carers	
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 understand that the school may not be able to advise me prior to the need for intimate care, but will advise me no later than the end of the same school day.	<input type="checkbox"/>
I understand the school may call me, or one of the emergency contacts if I am not available to attend the school to support in delivering the intimate care if required.	<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><b>I 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).</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/carers signature	
Name of parent/carers	
Relationship to child	
Date	



### Intimate Care Plan

<b>PARENTS / CARERS</b>	
Name of child	
Type of intimate care needed	
Professional recommending the care if applicable	
What training staff will be given and who will provide it	
Names of staff able to provide the care	
How often care will be given and location	
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 parent or carer	
Relationship to child	
Signature of parent or carer	
Name of SLT member	
Date	
<b>CHILD – COMPLETED BY PARENT IF NOT</b>	
How many members of staff would you like to help?	
Do you mind having a chat when the care is taking place?	
Date	

This plan will be reviewed annually, or sooner if needs change.

Next review date:

To be reviewed by:

