



Intimate Care Policy

**This policy has been adopted by all schools within
The Golden Thread Alliance**

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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by school colleagues, 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
- No child shall be attended to in a way that causes distress, embarrassment or pain
- Parents and carers are assured that colleagues are knowledgeable about intimate care and that the needs of their children are taken into account
- School colleagues will work in close partnership with parents and careers to share information and provide continuity of care
- School colleagues 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.

2. Legislation and Statutory Guidance

This policy complies with statutory safeguarding guidance.

It also complies with our funding agreement and articles of association.

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 and carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents and carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and 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 and 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 and carers, the child (when possible) and any relevant health professionals.

The school will work with parents and 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 one for a blank template plan to see what this will cover.

3.3 Sharing Information

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

4. Role of school colleagues

4.1 Which School Colleague will be Responsible

Any roles who may carry out intimate care will have this set out in their job description.

No other colleagues can be required to provide intimate care.

All colleagues 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.

Intimate care, by definition, involves physical contact and can potentially expose colleagues to various hazards. Pregnant colleagues should therefore avoid undertaking intimate care, and other arrangements should be made wherever possible.

4.2 How School Colleagues will be Trained

Colleagues 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.

5. Intimate Care Procedures

5.1 How procedures will happen

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures.

Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.

The school colleague helping the child must notify another colleague when they are going alone to assist a pupil, and must ensure another colleagues is in the vicinity and visible or audible. To further protect the privacy and dignity of the child, colleagues should notify others discreetly that they are taking the child for personal care.

Procedures will be carried out in an area which allows privacy and dignity for the pupil, and colleagues will be provided with the necessary equipment, such as protective gloves, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects parents and 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, clearly labelled, and discreetly returned to parents and carers at the end of the day.

5.2 Concerns About Safeguarding

If a school colleague 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 school colleague will report the incident immediately to the Headteacher/Head of School or Designated Safeguarding Lead.

If a child becomes distressed or unhappy about being cared for by a particular colleague, the matter will be investigated at an appropriate level and outcomes recorded.

If a child makes an allegation against a school colleague, the responsibility for intimate care of that child will be given to another colleague as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed annually.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Safeguarding and Child Protection Policy
- Health and Safety
- SEND
- Supporting Pupils with Medical Conditions

Appendix One: Template Intimate Care Plan

PARENTS/CARERS/SCHOOL	
Name of child	
Type of intimate care needed	
How often care will be given	
What training school colleagues 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	
Important Notes (cultural sensitivities, agreed names for parts of body, dignity/discretion measures)	
Ongoing Development - Identify one part of this process, which could be developed so that greater independence/involvement can be achieved.	Action Plan – Describe the steps needed to achieve this:- 1. 2. 3. 4. 5.
Name of senior colleague 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 school colleagues would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix Two: Template Parent and Carer Consent Form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent and carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
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)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
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). 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). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, school colleagues will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Parent and carer signature	
Name of parent and carer	
Relationship to child	
Date	

Appendix Three: Record of Personal Care

RECORD OF PERSONAL CARE				
Name of child				
Date of birth				
Date	Time	Procedure	Notes	Colleague Name