



Intimate Care Policy

Date of last review: March 2024



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Introduction

Parbold Douglas Church of England Academy understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

We have developed this policy in order 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.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education'

What is intimate care?

For the purpose of this policy, **"intimate care"** is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities. Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing



Roles and responsibilities

- The Headteacher is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.
- The Headteacher is responsible for ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.
- The Headteacher is responsible for communicating with parents/carers in order to establish effective partnerships when providing intimate care to children.
- The Headteacher is responsible for handling any complaints about the provision of intimate care in line with the school's Complaints Procedure Policy.
- All members of staff who provide intimate care will, where necessary, be provided with appropriate training for the provision of intimate care.
- All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- Parents/carers are responsible for liaising with the school to communicate their wishes in regards to the child's intimate care.
- Parents/carers are responsible for providing their consent to the school's provision of their child's intimate care.
- Parents/carers are responsible for adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

Procedures for intimate care

Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet. 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. For those children that require additional support with personal, intimate care, a designated member of staff will be allocated. If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the established routine. When staff provide intimate care for children, they will adhere to this policy at all times and communicate with parents. Staff who provide intimate care will conduct intimate care procedures in addition to the identified children if it is necessary; for example, if a child accidentally soils themselves.

Guidelines for Good Practice:

1. **Before** changing a child's soiled clothing, members of staff will put on disposable gloves and aprons, and the toilet area will be clean. The toilet area will be warm and comfortable and will be made private from others. Hot water and liquid soap are available for staff to wash their hands before and after changing a child; the toilet area will also be cleaned appropriately after use using with disposable paper towels and wet wipes.
2. **Involve the child in the intimate care.** Staff will try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, staff will talk about what is going to be done and, where possible, will give choices. Staff will ask the child about any preferences while carrying out the intimate care.



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- 3. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.** Care will not be carried out by a member of staff working alone with a child.
- 4. Make sure practice in intimate care is consistent.** As a child may have multiple carers in school, staff communicate effectively to ensure a consistent approach.
- 5. Be aware of your own limitations.** Staff will only carry out activities they understand and feel competent with. If in doubt, they will ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.
- 6. Any soiled clothing will be placed in a tied plastic bag** in the child's bag and will be returned to parents/carers at the end of the school day where the intimate care will be communicated to them. Any bodily fluids that transfer onto the changing area will be cleaned appropriately.
- 7. If a pupil requires cream or other medicine**, such as for a nappy rash, this can be provided but full parental consent will be gained prior to this.

Parental engagement

The school will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan
- The information concerning the child's intimate care plan will be stored confidentially in the school office, and only the parents/carers and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.

The parents/carers of the child are required to sign the [Intimate Care Parental Consent Form](#) to provide their agreement to the plan. Usually, no intimate care will be carried out without prior parental consent. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires immediate intimate care, this will be given. In these circumstances, parents will be informed on the same day and given a full explanation.

Any changes that may need to be made to a child's intimate care plan will be discussed with the parents/carers to gain consent, and will then be recorded in the written intimate care plan. As good practice the intimate care plan will be reviewed at least yearly or sooner if required.

Parents/carers will be asked to supply the following items for their child's bag:

- Spare clothing
- Spare underwear



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Safeguarding procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy, and will apply these requirements to the intimate care procedures. The school will ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children. All members of staff will receive safeguarding training on an annual basis and will receive further training and support where necessary. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the designated safeguarding lead (DSL), in accordance with the school's policies. Any concerns about the actions of adults involved in administering intimate care will be dealt with in accordance with the Child Protection and Safeguarding Policy, the Low-level Concerns Policy and the Allegations of Abuse Against Staff Policy.

Policy evaluation and review

This policy will be reviewed annually by the Headteacher, SENCO and DSL, who will make any changes necessary and communicate these to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Date of last review: March 2024

Date of next review: March 2028

