Intimate Care Policy

Policy Group:	**Pupil Well-being and Safeguarding**
Policy Ref:	**PWS/05**
Responsible Reviewing Officer and Job Title:	**Rebecca Bone Director of Education**
Date Written:	**March 2024**
Date Approved by the Board:	**May 2026**
Date of Next Review:	**May 2028**

1. Aims

a. 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 taken into account
   - 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

b. 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. Introduction

a. All school's within Pickwick Academy Trust take the health and wellbeing of their pupils very seriously. As described in the Supporting Pupils with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

b. The Trust recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

c. Pupils will always be treated with care, sensitivity and respect when intimate care is given, and no pupil will be left feeling embarrassed.

3. Legislation and statutory guidance

Legal framework

a. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
   - Children and Families Act 2014
   - Education Act 2011
   - Health Act 2006
   - Equality Act 2010
   - DfE (2025) 'Keeping children safe in education'

b. This policy complies with statutory safeguarding guidance.

4. Roles and Responsibilities

a. The Trust Board is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it every 2 years or earlier if there is a need to do so. .

- Ensuring, through delegation to the CEO, Directors of Education and Headteachers, and in conjunction with Local Governance Committees, that adequate facilities are in place to address the intimate care of pupils when it is needed.

b. The CEO is responsible for:

- Ensuring, through the Directors of Education, that Headteachers and others who are required to provide intimate care are aware of the requirements of this policy and that the necessary arrangements are in place.

c. The Local Governance Committee is responsible for:

- Ensuring that appropriate facilities are in place for the intimate care of pupils in its school.

d. Directors of Education are responsible for:

- Overseeing the work of the Headteachers and holding them to account.

- Ensuring that the Intimate Care Policy is followed at their schools.

e. Headteachers and Leadership Teams are responsible for:

- Seeking parental permission for school staff to carry out the intimate care of their child as set out in 'Seeking Parental Permission' below.

- Ensuring that adequate space is available at the school to cater for the intimate care of pupils.

    - Ensuring staff receive training in the specific types of intimate care they are required to undertake.

f. Class Teachers and Teaching Assistants are responsible for:

- Being aware of those pupils in the school for whom they are the named person to carry out any intimate care.

g. All staff are responsible for:

- Ensuring that they and follow the procedures in this policy.

h. Parents/carers' responsibilities are set out in Section 10 below.

5. Seeking parental permission

a. 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.

b. 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/carers (see section 3.2 below).

c. 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.

d. 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.

6. Creating an intimate care plan

a. 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.

b. The school will work with parents/carers and where possible, will take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

c. 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.

d. 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.

7. Sharing information

a. 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.

8. Role of staff and parents

8.1 Which staff will be responsible

a. Any roles which may carry out intimate care will have this set out in their job description. This includes all teaching assistantsand teachers.

b. No other staff members can be required to provide intimate care.

c. 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.

9. How staff will be trained

a. Staff will receive:
   - Training in the specific types of intimate care they undertake on induction
   - 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 schooleg Use of PPE (gloves, aprons), handwashing before and after procedures, cleaning and disinfecting changing areas and equipment, disposal of soiled waste
   - Hygiene and health and safety procedures

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

10. Parental responsibilities

a. Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

b. Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

c. A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.

d. Parents will inform the school should their child have any marks or rashes.

e. Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

11. Intimate care procedures

11.1 How procedures will happen

a. Two members of staff present

b. Procedures will be carried out in an appropriate place such as the toilets and will consider the dignity of the child

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

- All equipment needed e.g protective gloves, cleaning supplies, changing mats and bins.

d. 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.

e. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

f. Pupils participating in swimming lessons are entitled to privacy when changing; however, some pupils will need to be supervised during changing. Parental consent will be obtained before regularly assisting any pupils in changing clothing before and after swimming lessons.

g. Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

Pupil voice Child's voice and consent:

Child's preferences (who, where, how) recorded in the plan where possible

Encouraging the child to say if they are uncomfortable

Promoting independence:

Staff encourage children to do as much as they can themselves (e.g. wiping, dressing) in line with age/ability

h.

i. Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises. Staff will apply all the procedures described in this policy during residential and off-site visits.

12. Concerns about safeguarding

a. 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.

b. 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 DSL.

c. 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.

13. Monitoring arrangements

This policy will be reviewed by the School Improvement Committee on behalf of Pickwick Academy Trust. At every review, the policy will be shared with all Pickwick Academy Trust Schools.

14. 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

15. Appendices

Appendix 1: Template Intimate Care Plan
Appendix 2: Template parent/carer consent form
Appendix 3: Toileting Management Plan

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	
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 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/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, 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.	□
Parent/carer signature	
Name of parent/carer	

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Relationship to child	
Date	

Appendix 3 : toileting management plan

Pupil's name:	Class/year group:
Name of Staff involved:	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	**Frequency of support**

Working towards independence

Pupil will try to	Staff member will	Parents will	Target achieved date

Signed_____ Parent
Signed_____ Staff
Signed_____ Pupil (where appropriate)