



Intimate Care Policy

Approved by:	FGB	Date: 13.09.23
Last reviewed on:	September 2023	
Next review due by:	September 2025	



POLICY

The Governing Body of Radford Semele C of E Primary School adopted this policy in October 2019. It will be reviewed at least every three years.

1. PURPOSE

The purpose of this policy is to safeguard children who require intimate care, and the staff that provide this.

Children who require intimate care can be especially vulnerable; staff will be sensitive and responsive to their individual needs.

As a school, we aim to ensure that we meet the individual needs of all children.

Every child has the right to:

- Be safe
- Personal privacy
- Be treated as an individual
- Be treated with dignity and respect
- Be involved and consulted and have their views taken into account in their own intimate personal care, appropriate to their age and ability
- levels of intimate care that are as consistent as possible

This Policy is based on the fundamental principles above, and sets out the framework for a clear and consistent approach to the provision of intimate care.

2. APPLICATION

This Policy applies to all pupils who require intimate care, and the staff who provide it.

3. WHAT IS INTIMATE CARE?

Intimate care can be defined as any care required to meet the personal care needs of each individual child. Intimate care is usually carried out by the child themselves, but some children are unable to, because of their developmental stage, physical difficulties or other special needs.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual care
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

4. INTIMATE CARE

- At all times, when agreeing an intimate care plan, the needs of the child will be paramount
- All staff who assist pupils with intimate care will have completed the usual range of safer recruitment checks, including enhanced DBS checks



- Where children are starting school at reception age, they may require support with intimate care. This will be provided as appropriate, and discussed with parents to encourage the child to become independent
- Pupils who require regular assistance with intimate care will have written individual care plans agreed by staff, parents, other involved professionals and the child themselves. Ideally the plan will be agreed at a meeting where all are present. The plan will include provision for educational visits/school trips. Any historical concerns will be taken into account. A timescale for review will be agreed as part of the plan
- Where relevant, the parties will agree terminology for private parts of the body and functions and this will be recorded in the plan
- The religious beliefs, views and cultural values of a child and their parents/carers will be taken into consideration when establishing intimate care plans
- Where a care plan is not in place, and a child requires intimate care, parents will be informed as soon as possible
- Information about intimate care will be treated as confidential information and will be communicated in person
- A written record will be kept every time a child receives intimate care
- Staff members will inform another member of staff prior to starting any intimate care

5. EXPECTATIONS OF PARENTS

Parents have a responsibility to advise staff of the intimate care needs of their child, and to work in partnership with staff in providing intimate care to their child.

6. EXPECTATIONS OF PUPILS

The school will encourage pupils to be as independent as possible in their intimate care.

7. SCHOOL RESPONSIBILITIES

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The school recognises its duties and responsibilities in relation to the Equality Act 2010.

The school will ensure that:

- The child's welfare is of paramount importance and that their experience of intimate care is a positive one, wherever possible
- All staff undertaking the intimate care of children are familiar with and understand this Intimate Care Policy
- All procedures related to intimate care are open and transparent
- Staff are fully trained to carry out the type of intimate care they are expected to provide
- All appropriate resources are in place for the provision of intimate care
- Staff who provide intimate personal care have the resources and skills to prevent infection, including disposable gloves, aprons, etc...
- Staff responsible for the intimate personal care of pupils undertake their duties in a professional manner at all times
- Intimate care arrangements are, wherever possible, agreed by the school, parents/carers and the child requiring intimate care in order to provide continuity of care
- All records are completed in a timely and accurate manner
- Back up provisions are in place should the allocated staff member be unable to provide intimate care for a particular child for any reason



- Individual intimate care arrangements are reviewed at least termly, with all relevant parties being involved in the review
- Staff have a mechanism to report any concerns about the provision of intimate care in school
- If a child requires intimate care in a one-off emergency situation, a member school staff will assist the child as appropriate, and taking their views into consideration. The provision of this intimate care will be reported to parents/carers at the earliest opportunity

8. INVOLVING CHILDREN IN THEIR INTIMATE CARE

As far as is possible, children will be responsible for their own intimate care. Where children require support with intimate care:

- This will be part of an agreed plan (unless provided in an emergency situation) and the child and their parent/carers will have their views taken into account in the formulation of this plan
- All children will be encouraged to achieve the highest level of autonomy that is possible given their developmental stage and abilities; staff will encourage children to do as much for themselves as possible
- For each instance of personal care there will be careful communication with the child, discussing their needs and preferences. Where the child is of an appropriate age and level of understanding permission will be sought to begin the intimate care
- Staff members will explain throughout the provision of intimate care what is happening and will give the child as many choices as possible in the provision of the intimate care
- Their privacy will be protected as far as is possible, and consistent adults will provide the intimate care
- It will be as relaxed as possible
- If they become distressed, the intimate care will stop, and the staff member will obtain additional support from the Headteacher or a nominated deputy

9. CHILD PROTECTION

Children with intimate care needs may be vulnerable to abuse. The school's safeguarding and child protection policies and procedures will be adhered to at all times.

All adults will be vigilant at all times in the safeguarding of children, and will seek advice where required and take account of safer working practice.

Pupils will be taught personal safety skills carefully matched to their level of development and understanding. This will include learning around consent, listening to what their bodies are telling them (protective behaviours), expectations of adults and how and who to ask for help.

If a member of staff has any concerns about physical changes in a child, for example, unexplained marks, bruises etc. they will immediately report their concerns in accordance with the school's policies and procedures.

If a pupil, or any other person, makes an allegation against an adult working at the school, this must be reported to the Headteacher (or Chair of Governors if the complaint is about the Headteacher) who will follow the school's safeguarding procedures.

10. REVIEW OF POLICY

The Governing Body will review the intimate care policy at least every three years. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.



Appendix B – Intimate Care Plan

Intimate Care Plan

Child's Name:		
Date plan written:		
Names of staff involved in delivering intimate care:		
Intimate Care Need:		
Specific Support Required:	Frequency of Support:	
Equipment required / location:		
Additional Information:		
Intimate Care Plan signed by all staff / professionals involved in writing or delivering the plan:		
Name	Role	Signature
Parent / Carer's Consent:		



I give permission to school to provide appropriate intimate care support to my child as detailed above. I understand that the staff concerned have received the necessary training and have discussed the procedures with me. I will advise the headteacher or staff responsible of any medical condition or change in my child's needs which may have an effect on the provision of intimate care.

Name: _____

Signature: _____

Relationship to child: _____

Date: _____

Intimate Care Plan review date:

(in 6 months time or sooner if required)