



St Francis Catholic Primary School

A Community Growing in Love for Learning and Life - Rooted in God's Love

Intimate Care Policy

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1. Aims

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 every child 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 child 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

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/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.

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).

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/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 (where 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.

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.

3.3 Sharing information

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.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes Learning support assistants, HLTAs, 1:1 SEN assistants and Learning Mentors. No other staff members can be required to provide intimate care.

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 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

- We acknowledge that it is best practice from a health and safety and safeguarding perspective to have 2 members of staff present for any intimate care procedures. Wherever possible intimate care procedures will be supported by 2 members of staff. There will be occasions when it is not possible for 2 members of staff to be available. The intimate care procedure will then be completed on a one-to-one basis.
- Procedures will be carried out in the medical room.
- When carrying out procedures, the school will provide staff with: Protective gloves, aprons, hand washing facilities, changing mat, cleaning supplies and bins.
- 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.
- Intimate care will be given to a child who needs or asks for it.
- Staff will ask children if they would like help and wait for a verbal confirmation of action (for example a nod of the head) before helping the child.
- Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if it is necessary; no child will be left in wet/soiled clothing.
- Staff members will not be alone in a locked room when helping children with changing of clothes, nappy changes.
- The changing areas are warm and comfortable for the children and are private from others.
- Any soiled clothing will be contained securely, clearly labelled 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 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.

6. Monitoring arrangements

This policy template will be reviewed by the Education Standards Committee on a regular basis. Each school's policy should be reviewed annually and approved by the local governance committee.

7. Links with other policies

This policy should be read in conjunction with other relevant Trust and school policies.

Intimate care plan

For pupils who need regular support with toileting, washing and/or changing.

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	Training from SENCO in procedures, dignity and privacy, infection control and safeguarding protocols
Where will the intimate care take place	Changing facilities in the medical room
Specific procedures	
What resources and equipment will be used, and who will provide them	Parents to provide: Nappies, wipes, change of clothes School will provide appropriate changing facilities, nappy sacks
How procedures will differ if taking place on a trip or outing	To be discussed with parents prior to outing taking place.
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	Sarah Neill – Senior Lead for Inclusion
Name of parent or carer	
Relationship to child	

Please tick the following and sign:

- ☐ I have read and understood the intimate care policy
- ☐ I agree to this intimate care plan
- ☐ I consent for staff at St Francis School to carry out the intimate care detailed above
- ☐ I agree to notify the school immediately of any changes that may affect this care plan

Signed_____

print name_____

date_____

