

Ightenhill Primary School



Intimate Care Policy 2022-2023

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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 children are safeguarded
- › Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- › Parents 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

Intimate care refers to any care which 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](#).

3. Role of parents

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents 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 (see section 3.2 below).

All schools, include this:

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 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 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, the child (when possible) and any relevant health professionals.

The school will work with parents 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 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 as needed to ensure a consistent approach. It will expect parents 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 roles such as teaching assistants.

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 is 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, including those related to COVID-19

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

5. Intimate care procedures

5.1 How procedures will happen

From a health and safety and safeguarding perspective we require 2 members of staff present. For this reason we would on occasions request the support of parents with regular intimate care needs which are not based on medical needs.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

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

Equipment provided to staff includes (but is not limited to) protective gloves, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects parents 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 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 the Headteacher / 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 will be reviewed by the Governing Body of Ightenhil primary School. At every review, the policy will be approved by the governing board.

7. Links with other policies

This policy links to the following policies and procedures:

- Child protection and safeguarding
- COVID-19
- Health and safety
- SEND policy
- Supporting pupils with medical conditions

Appendix 1: template intimate care plan



Intimate Care Plan

Child/Young Person:		School/Setting:	
DOB:		Male/Female	
		Date:	

Description of Intimate Care Needs

Task: 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 task

- 1.
- 2.
- 3.

4.

The following people will be assisting in the above activities:

Named Person:

Additional people who may be involved to cover when the named people are absent:

.....

I am in agreement with the above procedures being undertaken: (Please sign as appropriate)

Person for whom the plan is for

Parent/Carer

Pastoral Manager

Class Teacher

Date:

Date for review:

Appendix 2: template individual intimate care record

Name: _____

Date	Time	Soiled/Wet	Comments e.g. able to independently clean, support required or needed to be collected by Parent/Guardian	Parent/Guardian Informed Y/N

Appendix 3: template detailed intimate care record

Name of Child:

Class:

SECTION A		SECTION B
Date:	Nature of accident: (If intimate care was required please complete Section B)	Intimate care administered by (print name):
Time:		Was another adult present? Y / N If so, who?
Intimate care required?		Was the child distressed? Y / N
Yes / No		How and when was parent / guardian informed?
SECTION A		SECTION B
Date:	Nature of accident: (If intimate care was required please complete Section B)	Intimate care administered by (print name):
Time:		Was another adult present? Y / N If so, who?
Intimate care required?		Was the child distressed? Y / N
Yes / No		How and when was parent / guardian informed?