



Belswains Primary School Intimate Care Policy

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Contents

1. Aims	2
2. Legislation and statutory guidance	2
3. Role of parents	2
4. Role of staff.....	3
5. Intimate care procedures.....	3
6. Monitoring arrangements.....	4
7. Links with other policies.....	4
Appendix 1: template intimate care plan	5

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 considered.
- › 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 give permission by ticking a box on Arbor. This will be achieved at the same time as approval for First Aid is obtained and for all new starters, particularly for those starting in Nursery & Reception.

For children whose needs are more complex or who need support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents (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 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/carers, the child (when possible/appropriate) and any relevant health professionals and the INco.

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 considered. If there is any doubt whether the child can 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 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 teachers, LSAs and 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 will be undertaken to ensure that staff remain safe and for the pupils 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

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

5. Intimate care procedures

5.1 How procedures will happen.

In Nursery, the procedures will be carried out in the large toilet area, where there is a changing mat and wipes together with a change of clothes already in place. Parents are asked to confirm if a pupil has any allergy to the wipes used in school.

In Reception and in KS1, the procedures will be carried out in the first aid room, children are taken to the first aid room. If a child has an accident, then parents/carer is made aware at the end of the school day.

It is usual for two trained staff to support each other if intimate care is required. If nappy rash is found, then the parent/carer needs to be advised at the earliest opportunity.

When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies, changing mats and bins. Protective aprons are provided if staff want to use them, but their use is not compulsory.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock of the necessary resources, such as nappies, underwear and/or a spare set of clothing.

The school does have a limited amount of spare clothing and underwear in case of emergencies.

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 board every 3 years. At every review, governing board will approve the policy.

7. 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

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	
The 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 with child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
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: