



Intimate Care POLICY

2023-2024

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

NB: Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and Statutory Guidance

This policy complies with statutory safeguarding guidance.

Role of Parents

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 is covered in the permission form, an intimate care plan will be created in discussion with parents.

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 academy 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 academy will inform parents afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the academy, parents, the child (when possible) and any relevant health professionals.

The academy 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 at least annually, even if no changes are necessary, as well as whenever there are changes to a pupil's needs.

Sharing information

The academy 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.

Role of Staff

Which staff will be responsible

All staff at the academy 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.

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 academy
- Hygiene and health and safety procedures, including those related to COVID-19 where appropriate

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

Intimate Care Procedure

How procedures will happen

There is no legal requirement for there to be more than one member of staff present during and staffing arrangements will be at the discretion of the academy and discussed with parents prior to commencing care. All members of staff in the academy are required to hold an Enhanced

DBS check. DBS checks are rigorous and are carried out to ensure the safety of children with staff employed in academies and settings.

Procedures will be carried out in designated areas around the academy.

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

- Gloves
- Changing mats
- Appropriate waste bins
- Cleaning products

For pupils needing routine intimate care, the academy expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wipes, 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.

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 academy'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 a Designated Safeguarding Lead.

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 academy's safeguarding procedures.

Monitoring Arrangements

This policy will be reviewed annually by the DSL, EYFS Leader and SENDCo. At every review, the policy will be approved by the Local Academy Committee.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN
- Supporting pupils with medical conditions

Intimate Care Plan

Name of child	
Class	

Type of intimate care needed	
How often care will be given	
Where will the care take place	
What resources and equipment will be used, and who will provide them	

Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Signature of academy member of staff	
Date	