



Intimate Care Procedure



Policy Details

Person Responsible for this Policy

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Policy Author

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Policy displayed on website

YES

CEO Signature

Angela Ransby

Updates Made

Date

Contents

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

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

All staff at the school may need to carry out intimate care and 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

Typically, 2 staff will be present during all intimate care activity. Where only 1 member of staff is planned to be present, the Head Teacher will undertake a Risk Assessment of the context and share this with all concerned.

When carrying out procedures, the school will provide staff with equipment required to undertake the procedure safely.

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.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

Raedwald Trust staff who are required to provide intimate care to pupils during sessions at mainstream schools will follow the mainstream school's procedures. In these instances, Raedwald will ensure Raedwald staff are adequately trained by either the mainstream school or by Raedwald.

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 Trust'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 Head Teacher.

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 Trust's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by the CEO. At every review, the policy will be approved by the Central Leadership Team.

7. Links with other policies

This policy links to the following policies and procedures:

[RT Intimate Care Procedure September 2024](#)

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- Accessibility Plan
 - Safeguarding and Child Protection Policy
 - Health and Safety Policy
 - SEND Policy
 - Supporting Pupils with Medical Conditions Policy

Appendix 1: Intimate Care Plan

Plan for pupils who need regular support with toileting, washing and/or changing

Parents/Carers	
Name of child	
Type of intimate care required	
How often will care be given	
What training will staff be given	
Where will care take place	
What resources/equipment will be used, who will provide them	
How will procedures differ when on trips/outings	
Name of senior staff member responsible for ensuring care is carried out according to Intimate Care Plan	
Name of parent/carer	
Relationship to child	
Signature of parent/carer	
Date	
Child (where able to answer)	
How many members of staff would you like to help (2 for intimate care)	
Do you mind having a chat while you are changed/washed	
Childs name/signature	
Date	

This plan will be reviewed: half termly

Next review date:

To be reviewed by: Head Teacher / SENDCo