St John the Baptist RC Primary School

Intimate Care Policy for Pupils in KS1 and 2

OUR MISSION STATEMENT

"Love one another"

St John the Baptist RC Primary School is a place of learning in which everyone is encouraged to fulfil their own unique potential. We try always to remember that everyone is special and should be treated with respect. Our Catholic faith touches every part of our school life and we try to be a community which has Jesus at the heart of all we do.

This policy was prepared by both the SENCO & Assistant Headteacher:

Miss S Armstrong & Mrs P Barker

It will be reviewed and updated in June 2026

The SEND GOVERNOR is

Approved by Governors: Date: July 2024

Contents

1. Introduction 2
2. Definition 2
3. Aims 2
4. Legislation and statutory guidance..... 2
5. Role of parents..... 2
6. Role of staff 3
7. Intimate care procedures..... 4
8. Monitoring arrangements 4

Appendix 1: Template intimate care plan 5

Appendix 2: Template parent/carer consent form..... 6

Appendix 3: Intimate Care School Record.....7

1. Introduction

This Intimate Care Policy applies to everyone involved in the intimate care of children within Year 1 to Year 6 classes. It links to the following policies and procedures and should be read in conjunction with them:

- Staff Recruitment Policy
- Moving and Handling Policy
- Safeguarding Policy
- Accessibility Plan
- SEN Policy
- Supporting Pupils with Medical Conditions
- Health and Safety Policy

Definition

Intimate care is any care that involves washing, touching, or carrying out an invasive procedure that most children perform for themselves but which some are unable to do due to physical disabilities, special educational needs associated with learning difficulties, medical needs, or needs arising from the child's stage of development. Care may involve assistance with drinking, eating, dressing, and toileting.

Aims

This policy aims to ensure that:

- Intimate care is carried out correctly 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 Equality 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) 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 on children’s intimate personal areas.

Legislation and Statutory Guidance

This policy complies with statutory safeguarding guidance.

Role of Parents

5.1 Seeking Parental Permission

For children whose needs are more complex or who require particular support, an intimate care plan will be created in discussion with parents (see section 3.2 below).

Where an intimate care plan is not in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to contact parents and an intimate care procedure urgently needs to be carried out, the procedure will be performed to ensure the child is comfortable, and parents will be informed afterwards.

Creating an Intimate Care Plan

Where an intimate care plan is required, it will be agreed upon 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 into account 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 about whether the child can 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.

5.3 Sharing Information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to share relevant information regarding any intimate matters as needed.

Role of Staff

Which Staff Will Be Responsible

Intimate care is included as "a reasonable adjustment" in the inclusion of children in mainstream education. Any roles that may carry out intimate care will have this specified in their job description. This includes teachers 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 undergone an enhanced Disclosure and Barring Service (DBS) check with a barred list check before appointment, as well as other checks on their employment history.

6.2 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 while ensuring the pupil has 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, including those related to COVID-19.

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

Intimate Care Procedures

How Procedures Will Happen

We have a changing station in the disabled bathroom near the hall.

For pupils needing routine intimate care, parents are asked to provide a pack of nappies/pull-ups and wipes. These are to be labelled with the child's name and kept in the changing area. Their spare clothes bag is also kept in the changing area after the first use each day for speed and ease later. The bag should be sent home when necessary to be replenished.

Our staff will put on gloves and an apron before changing begins, and the areas will be prepared. When carrying out procedures, the school will provide staff with gloves, a disposable apron, wipes, nappy bags, and hand sanitiser. These will be stored in the disabled bathroom.

The changing area will be kept stocked by the school with hand sanitiser, aprons, gloves, spare clothes, wipes, disposable nappy sacks, and nappies; in case a parent forgets to send spares.

We will dispose of nappies and pull-ups hygienically. Any soiled (faeces) nappies or pull-ups are to be flushed down the toilet when possible, and the nappy or pull-up is bagged and placed in the outdoor bin. Wet nappies and PPE are to be put in the specialist sanitised bin within the disabled bathroom. This is collected regularly by an external agency.

Clothes and underwear that have been wet or soiled will be bagged for parents to take home or may be washed in-house if time permits. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

All our staff are familiar with our hygiene procedures and carry them out when changing nappies.

Our staff will never turn their back on a child or leave them unattended while they are on the changing table.

We will ensure that intimate care provision is relaxed and dignified. Staff should be gentle when changing and avoid pulling faces or making negative comments about "nappy contents".

In the first instance, all intimate care procedures will be carried out by two members of staff. Where this is not possible, due to staffing issues, another member of staff will check the signed toileting plan.

Where there is a known risk of false allegation or if it involves an invasive procedure, two members of staff MUST be present during all intimate care procedures.

Procedures will be carried out in the disabled bathroom area, or another designated area as specified in the intimate care plan.

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 a designated safeguarding lead.

If a child makes an allegation against a member of staff, the responsibility for the intimate care of that child will be assigned to another member of staff as quickly as possible, and the allegation will be investigated according to the school's safeguarding procedures.

Monitoring Arrangements

This policy will be reviewed by Miss Armstrong (SENDCO) annually.

At every review, the policy will be approved by the Governing Board.

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	
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 to 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: _____

Parent /Carer Consent Form

Name of child	
Date of birth	
Name of parent/carer	
Address	

I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	Yes / No
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	Yes / No
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	Yes / No
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).	Yes / No
I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	Yes / No

Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Intimate Care School Record

Date & time	Childs Name	Type of Intimate Care Carried out (toileting, nappy change, other personal care task)	Initials of person carrying out care