



Intimate Care Policy

Policy updated: June 2025
To be reviewed by: June 2026
Reviewed by: Katie Hammond; LGB

Version Control

Date	Change
May 2019	Policy reviewed by R.Bacon (SENDCo); more information added to include: • who the designated staff are • where any cleaning of the child and changing of clothes will take place • whether anyone needs to be informed • what materials will be used (for example, cleansing wipes) • what measures should be put in place to prevent the possible spread of infection (for example, protective gloves) • checking that parents/carers have given permission for personal care to take place, the intimate care plan (Appendix 1). • Updated Appendix 1 so this process is 'child-centred' and they are involved in process of drawing up a plan. • What needs to be done if the staff member notices marks/injuries on the child • How children should speak to a child during intimate care • Religious beliefs/ views • Information regarding mobile phones • Physiotherapy guidance
May 2022	Policy reviewed; 'IEP' amended to 'iPassport' (our school's version of an IEP). Nappy changing added. Intimate care forms to be sent out each September at the start of the academic year for any children that need above and beyond the regular support and assistance.
June 2025	Policy reviewed; 'iPassport' amended to 'IEP'.

Policy approved by LGB on:

**At All Saints' we are 'Children of God'.
We wear our crowns with pride.
Together, we are Included, Involved and Inspired.**

- 24 Do you not know that in a race all the runners run, but only one gets the prize?
Run in such a way as to get the prize.
- 25 Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.
- 26 So I run with purpose in every step.

1 Corinthians 9: 24-26

Vision Statement

*At All Saints' everyone is welcomed and **included**. Each individual is acknowledged and valued as an equal member of our school family and we form a community where we worship God together freely. We celebrate our inclusivity and are respectful of our differences.*

*Our emblem is a crown; we wear it with pride because it reminds us that we are working for a purpose. This means that we are **involved** in our learning and are determined to take whatever action is needed for us to be the best that we can be.*

*We seek a clearer understanding of the world and confidently imagine a better future. With our eyes fixed on this prize, we are **inspired** to be life-long learners and we want to inspire others too to make a difference in this world.*

Together · Included · Involved · Inspired



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

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1. Introduction and Purpose

All Saints' CE Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times, and recognises that all children should be treated with respect when intimate care is given. No child should be attended to in any way that causes distress or pain.

2. What is meant by intimate care?

Various activities performed by adults in schools can be described as intimate care. These range from:

- supporting a child with dressing/undressing
- cleaning a young or disabled child who has soiled him/herself
- providing comfort and support for a distressed or grieving child
- assisting a child who requires regular medical care and is unable to carry this out unaided
- changing a nappy

A situation requiring intimate care may be an irregular and unusual event or it may be a regular and integral part of the care plan associated with the provision of a curriculum for the child.

If intimate care is part of the regular integral part of the provision necessary for a child, their parent will be required to complete an **Intimate Care Plan** (Appendix 1) annually, signing that they have given consent for this care. Where possible, this plan will be discussed and the child will be consulted during this process to ensure that their wishes are considered.

3. Our approach to best practice

The management of all children with intimate care needs will be carefully planned and centred around individual children. A child who requires intimate care is treated with respect at all times and their welfare and dignity is of paramount importance.

3.1 Staff training and procedures:

- Any staff member may need to be involved with intimate care at any given time, but it is important to emphasise that adults who assist children with intimate care should be employees of the school, not students or volunteers, and that they therefore have the usual range of safer recruitment checks, including enhanced DBS checks.
- Staff training for those who provide intimate care includes Child Protection and Safeguarding, and Manual Handling training where necessary.
- All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care
- An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.
- Any members of staff who administer first aid should be appropriately trained in accordance with LA guidance. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.
- If an adult notices marks, bruises or injuries whilst they are involved in intimate care, they are required to record these on a body map and in the usual way that Safeguarding concerns are reported, recorded and passed on.

3.2 Child-focussed practices

- Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

- The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate, to suit the circumstances of the child. These plans will be shared with the relevant staff and also parents too.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present (e.g. use of the hoist or if it is considered to be in the best interest of both the child and staff involved). Again, this will be discussed with parents prior to intimate care beginning at school.
- Wherever possible, the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. This will, as far as possible, discourage over-familiar relationships from developing, whilst at the same time avoiding care being carried out by a succession of completely different carers. Some children, however, become distressed if their dedicated Teaching Assistant is not undertaking their intimate care, so sensitivity must be shown. Children are always treated according to their needs and on an individual basis.
- As the vast majority of staff in the school are female, most intimate care is carried out by females, whatever the sex of the child. If this is an issue, the school would attempt to employ staff of the same sex to provide intimate care. This may not be possible, and again would be a conversation for parents to have with all professionals in school. The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

3.3 Equipment, physiotherapy and hygiene

- On the majority of occasions, intimate care will take place in the accessible toilet in school if that is the most appropriate place for the needs of the individual child. Their right to dignity and privacy will always be paramount.
- There is always a supply of materials in order to carry out intimate care in school. These include: cleansing wipes, tissues, gloves etc. However, many children who have intimate care on regular basis provide their own materials and bring a supply to school each day.
- All staff are also fully aware of best practice and where necessary take advice from external agencies, such as doctors, school nurses and physiotherapists. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapists or occupational therapists as required.
- Pupils who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP or care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, and written guidance given and updated regularly. The physiotherapist

should observe the member of staff applying the technique. Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes. Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

- All staff are aware that health and safety is important and we are committed to ensuring that we do our best to keep the school environment clean and thus prevent the spread of infection. All staff members should wear protective gloves when involved in intimate care and should ensure that they wash their hands both before and after. Everyone that uses the accessible toilet for intimate care duties will be expected to leave it in a clean and sterile condition ready for the next person to use.

4. Related policies

This policy is linked to:

- **Child Protection and Safeguarding Policy**
- **Guidance on Safer Working Practice**
- **Manual Handling procedures.**
- **MAT Staff Whistleblowing Policy**
- **MAT Managing Allegations of Abuse Against Staff Policy and Procedure**
- **MAT Health, Safety and Welfare Policy**
- **SEND Policy**
- **Staff Code of Conduct**

Appendix 1: Intimate Care Plan, All Saints' CE Primary School, Newmarket

Pupil's name:		Date of birth:	
Reasons for the plan:			
Level of supervision:			
What assistance is required?			
When?			
Where?			
What equipment is required:			
Is there a toilet training programme? Yes/No. If 'yes' list details:			
Date:		Date of next review:	
The plan will be monitored by Class teacher & SENDCo. To be reviewed annually and updated as necessary.			
This plan has been agreed by:			
	Print name	Signature	Date
Parent/carer			
Child			
Class Teacher			
Head Teacher			