



British Academy
School Marrakech
— Belong Achieve Become —

INTIMATE CARE POLICY

BASM 41

INTIMATE CARE POLICY

This Intimate Care Policy complies with statutory safeguarding guidance. This Policy takes its legal framework from the following legislation and statutory guidance:

- Keeping Children Safe in Education 2020
- Working Together to Safeguard Children 2019
- The Children Act 2014
- The Education Act 2011
- The SEND Code of Practice 2014

INTRODUCTION

This policy is designed to outline the school's detailed policy and procedures regarding intimate care provision for children. It aims to ensure the provision of high-quality and safe intimate care that safeguards the welfare and health of pupils, while also respecting their dignity and privacy.

DEFINITION OF INTIMATE CARE

Intimate care can be defined as 'care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'. These tasks most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- cleaning / wiping / washing intimate parts of the body
- care associated with incontinence
- menstrual management
- supervision of pupils involved in intimate self-care

This list of examples is not exhaustive.

RESPONSIBILITIES

Any roles who may carry out intimate care will have this set out in their job description. This includes the School Nurse, Early Years Practitioners, Teaching Assistants and Teachers. 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), or the equivalent check from their primary country of residence, with a barred list check before appointment, as well as other checks on their employment history.

Staff will receive:

- Training in the specific types of intimate care they undertake if required
- 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.

INTIMATE CARE PROCEDURES

The majority of actions will take place on a one-to-one basis with an adult who has had a DBS check (or the equivalent) with a barred check list. We acknowledge that it is best practice from a health and safety and safeguarding perspective to have 2 members of staff present. Wherever possible actions will be supported by a second staff member, with exception of first aid treatment that will be conducted by a qualified first aider.

Procedures will be carried out in the bathroom area of the EYFS environment, in the other bathroom areas of the school, or in the Nurse's Office. When carrying out procedures, the school will provide staff with protective gloves, wet wipes, plastic bags for soiled items, cleaning supplies and bins.

- Intimate care will be given to a child who needs or asks for it. Staff will ask children if they would like help and wait for a verbal confirmation of action (for example a nod of the head) before helping the child.
- Staff members will not be alone in a room when helping children with changing of clothes or cleaning.
- The changing/bathroom areas are warm and comfortable for the children and are private from others.
- Hot water and soap are available for staff to wash their hands before and after supporting a child and the changing area will also be cleaned appropriately after use.
- All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet. Members of staff will get children used to using the toilet and encourage them to be as independent as possible.
- Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.
- For pupils needing more regular intimate care (for example, in EYFS classes), 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 underwear and/or a spare set of clothing. Any soiled clothing will be contained securely in a bag and discreetly returned to parents/carers at the end of the day.

SAFEGUARDING CONCERNS

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 member of the safeguarding team.

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.

ROLE OF PARENTS/CARERS

Before enrolling in our EYFS classes (Nursery or Reception), parents are required to sign a document stating that their child is toilet trained prior to beginning in September, or their start date in the school. In the case of EYFS pupils needing occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children in any of the classes in the school 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.

Where there isn't an intimate care plan or parental consent for intimate 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.

SIGNED BY: HEAD

Head's Signature.......... January 2026

Advisory Board Member's Signature..........

NEXT REVIEW DATE: January 2027