



# LEICESTER THERAPEUTIC SCHOOL

BUILDING FOUNDATIONS THROUGH NURTURE AND MINDSET

## Intimate Care Policy

<b>Policy Owner</b>	Leicester Therapeutic School
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<b>Linked Policies</b>	Safeguarding and Child Protection Policy Equality, Diversity, and Inclusion Policy First Aid Policy Supporting Children with medical needs Policy SEND Information Report Ofsted Framework 2025
<b>ISS Regulatory Requirements</b>	Part 3. Welfare, health, and safety of pupils Paragraph 6, 7, 9

## **Special Educational Needs & Disabilities (SEND) at Leicester Therapeutic School**

At Leicester Therapeutic School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, an adapted curriculum, and a strong focus on developing pupils' personal, social, and emotional development. The special educational needs and disabilities of all pupils at Leicester Therapeutic School is carefully considered and a central theme in through all school policies. For more information, please read the school's SEND Information

## **Safeguarding at Leicester Therapeutic School**

At Leicester Therapeutic School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility, and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual, and emotional abuse, neglect, and bullying. Leicester Therapeutic School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness, or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies.

## 1. Introduction

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Leicester Therapeutic School Intimate Care Policy has been developed to safeguard children and staff. All staff in school are required to work according to the Local Authority's Guidelines for Safe Working Practice; this policy should be read in this context. It applies to all staff involved in the intimate care of children.

In this policy, Intimate care is defined as any activity required to meet the personal care needs of an individual child.

Intimate care at Leicester Therapeutic School is defined as supporting children with washing, dressing, or undressing in respect of toileting. Intimate care also includes the supervision of a child involved in intimate self-care.

## 2. Legislation and Statutory Requirements

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Leicester Therapeutic School acknowledges its legal duties under the Equality Act 2010, and in terms of safeguarding and supporting students with special educational needs. This policy is based on advice from the Department for Education (DfE)

- [The Equality Act 2010](#)
- [Keeping Children Safe in Education 2025](#)
- [Supporting students with medical conditions at school](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice.](#)

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its young people.

## 3. Principles of Intimate Care

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The following are the fundamental principles upon which the policy is based:

- Every child has the right to feel safe and to have their personal privacy respected.
- Every child has the right to be involved and consulted about their own intimate care to the best of their abilities, the right to express their views on their own intimate care and to have their views considered.
- Intimate care should be delivered as consistently as possible and always in a caring and respectful a manner.

## 4. Wetting or Soiling

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Pupils who have toileting accidents may require direct or indirect support from adults. Where there is a known need Parents and/or Carers with children who require this support will be asked to complete an intimate care plan upon admission to Leicester Therapeutic School. When a need is identified after admission parents and/or carers must complete an intimate care plan as soon as required. All care plans must be completed by parents and/or carers prior to intimate care responsibilities being carried out by Leicester Therapeutic School staff.

## 5. Roles and responsibilities

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### Parents or Carers will:

- Inform Leicester Therapeutic School of the identified intimate care needs for their child.
- Work with adults in school to complete a detailed Intimate Care Plan.
- Provide School with spare clothing and any equipment needed to ensure Leicester Therapeutic School can meet the intimate care needs of their child.

### Senior Leadership Team will:

- Ensure Intimate Care Plans are in line with Leicester Therapeutic School Intimate Care Policy.
- Review care plans on a half termly basis or after each incident, whichever is earlier to ensure identified needs and intimate care expectations are able to be met.
- Meet with parents or carers, where identified intimate care needs evolve beyond the definition of intimate care within this policy.
- Regularly meet with staff to ensure identified intimate care needs are known and understood.

### Designated Safeguarding Leads will:

- Ensure all staff are up to date with Safeguarding training and practice.
- Monitor the effectiveness of Intimate Care Plans
- Monitor Safeguarding practice in line with Leicester Therapeutic School Safeguarding Policies.

### Leicester Therapeutic team will:

- Only enter a toilet area when a second member of staff is present.
- Work alongside a colleague to provide the intimate care set out in the child's intimate care plan.
- Use a radio to request any equipment needed to ensure two adults are present to meet all intimate care needs at all times.
- Provide a change of dry clothing for the child, offering as much supervision or support as needed to enable the child to change their clothes.
- Promote the child's independence in toileting and wherever possible, offer verbal encouragement to the child before intervening physically to clean or change a child.
- Record the Intimate Care support provided on CPOMS.
- Provide a handover to parent or carer.
- Provide parent or carer with soiled or wet clothes and request necessary replacements.
- Raise any Safeguarding concerns with a DSL/DDS at the earliest opportunity and record accordingly.

## 4. Further support

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In the event of a child having a toilet accident in school where an identified need is not present and in the absence of an intimate care plan, Leicester Therapeutic School will contact the parent or carer, giving specific details about the incident. Where appropriate, Leicester Therapeutic School team will provide a spare change of clothes to the child, offer reassurance and emotional support to the child. In line with Leicester Therapeutic first aid policy If a child has a tummy upset and develops diarrhoea, Parents or carers will be contacted and asked to take the child home to ensure their comfort.

See Leicester Therapeutic School First Aid Policy and Supporting Children with Medical Conditions Policy for further guidance.

## 5. Intimate Care Plan

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An Intimate Care Plan is written for any child who requires any intimate care listed in the introduction above. The plan is written jointly by a member of staff from school, with the child's parents or carers, and if necessary, with support from the School Nursing team, or other medical professionals involved in the child's care. The Intimate Care Plan must be signed by all supporting parties. Intimate care arrangements should be reviewed at least half termly. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.

Staff who routinely provide intimate care for a child will be named on the care plan. All staff must be trained in the specific types of intimate care that they carry out. Senior leaders must ensure that all staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy. Leicester Therapeutic School will ensure there is a team around the child in case a staff member named on an Intimate Care Plan is absent from school; additional staff should be available to undertake specific intimate care tasks.

## 6. Guidelines for Good Practice

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Staff involved with children's intimate care need to be sensitive to the child's individual needs. If a staff member has concerns about a colleague's intimate care practice, they must report this to the headteacher or DSL immediately.

### Good practice guidance:

- Intimate care support at Leicester Therapeutic must be carried out on a 2-1 ratio at all times, staff must use radio communication to request any items or additional support, ensuring two adults are present with the child at all times.
- Involve the child in their intimate care. Try to encourage a child's independence as far as possible in his / her intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice where possible. Check your practice by asking the child or their parent about any likes / dislikes while carrying out intimate care.
- Be aware of the child's method and level of communication. Use simple language and repeat if necessary. Make eye contact at the child's level. Continue to explain to the child what is happening even if there is no response.
- Ensure privacy appropriate to the child's age and situation.

- If a child's intimate care is delivered by several different staff members, a consistent approach to care is essential. Effective communication between school staff, parents or carers and external agencies ensures practice is consistent.
- Be aware of own limitations. Only carry out care activities you understand and feel competent and confident to carry out. If in doubt, ask.
- Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable to abuse.
- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance. If necessary, the Intimate Care Plan should be reviewed, with further advice taken from parents or health care professionals as required.
- If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling including in the genital area, report immediately to the headteacher or DSL.

## **7. Monitoring Arrangements**

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This Policy will be reviewed annually by the headteacher and DSL and ratified by the governing body