"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

Intimate Care Policy

Definition

Intimate care is defined as any care which involves washing, touching, or carrying out care activities to intimate personal areas that many children can carry out for themselves, but which some are unable to do due to age, disability, medical needs, or developmental stage.

Intimate care tasks are associated with bodily functions, body products, and personal hygiene that demand direct or indirect contact with, or exposure of, intimate personal areas. Examples include support with dressing and undressing (including underwear), changing continence pads or nappies, supporting a child to use the toilet, or washing intimate parts of the body.

Some pupils may be unable to meet their own intimate care needs for a variety of reasons and may require regular support.

The Governing Body recognises its duties and responsibilities under the **Equality Act 2010**, including the requirement to make reasonable adjustments, ensuring that children with disabilities or medical needs are not discriminated against and are able to access education safely and with dignity. No child will be excluded from activities due to their intimate care needs.

The school is committed to safeguarding and promoting the welfare of children. This policy should be read alongside the school's safeguarding and child protection procedures and current statutory guidance, including **Keeping Children Safe in Education (KCSIE)**.

Safeguarding is everyone's responsibility, and all staff are expected to maintain a culture of vigilance at all times.

We recognise that children have the right to be treated with dignity, respect, and sensitivity when intimate care is provided. No child will be attended to in a way that causes distress, embarrassment, fear, or pain. Staff will work in partnership with parents/carers and relevant professionals to ensure continuity of care and to meet individual needs appropriately.

Our Practice

While many children are independently toilet trained before starting school, the school recognises that some children may require support with toileting and intimate care for a variety of developmental, medical, or additional needs reasons.

Children who request to use the toilet will always be supported to do so. Staff will encourage children, where appropriate, to develop increasing independence in managing their personal care.

Staff will balance promoting independence with appropriate supervision to ensure the child's safety and wellbeing at all times.

Wherever possible, the child's agreement (assent) will be sought before care is provided, and their preferences respected.

Where a child has an identified intimate care need, appropriate arrangements and care plans will be agreed in partnership with parents/carers and, where appropriate, relevant health professionals.

The management of intimate care for individual children will be carefully planned, documented, and regularly reviewed.

Pattishall CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All children who require intimate care will be treated respectfully at all times. The child's welfare, dignity, privacy, and safety are of paramount importance.
Staff involved in intimate care will receive appropriate safeguarding and intimate care guidance and will follow agreed procedures and risk assessments. Appropriate equipment and facilities will be provided where required following assessment by relevant professionals, such as physiotherapists or occupational therapists.
Staff will adapt their practice in response to the needs of individual children, taking account of developmental changes including puberty and menstruation.
Staff will communicate with children in ways appropriate to their age, stage of development, and preferred method of communication. Children will be informed, as appropriate, about the care and support being provided.
As a basic principle, children will be encouraged and supported to achieve the highest level of independence possible in their personal care.
If a child soils themselves during the school day, a member of staff will support the child to:

- remove soiled clothing;
- clean and wash affected areas as necessary;
- dress in clean clothing, either provided from home or available within school; and
- place soiled clothing in a sealed/plastic bag to return home.

Appropriate hygiene and infection control procedures will be followed at all times, including the use of personal protective equipment (PPE) where required.
Staff will be mindful of the child's comfort and emotional wellbeing throughout the process. If the soiling is linked to illness or if there are repeated incidents causing concern, parents/carers will be informed.
If a child becomes distressed or refuses support, staff will act sensitively and parents/carers will be contacted where necessary.
Children will not be left in soiled clothing for unreasonable periods of time. Staff will respond as soon as practicable once aware of the situation.
Where a child requires frequent or ongoing intimate care support, the school will work with parents/carers to develop **a documented and agreed intimate care plan**.
Children will always be treated with sensitivity and respect. Staff will avoid drawing unnecessary attention to intimate care situations and will positively encourage children in developing independence and self-care skills.

Safeguarding and Staffing

Each child's right to privacy will be respected. Intimate care should normally be carried out by one member of staff; however, in some circumstances, two staff members may be required for safeguarding, health and safety, or moving and handling reasons. Any such arrangements should be risk assessed and appropriately recorded.
Where possible, intimate care will take place in an appropriate private area. Staff must avoid being alone in a fully enclosed or locked space with a child unless this has been formally risk assessed and authorised.
To promote safe professional relationships, the same child should not be cared for solely by the same staff member on a regular basis wherever reasonably practicable.
Staff involved in intimate care will maintain professional boundaries at all times.
Where appropriate, and where staffing allows, staff providing intimate care will not usually be responsible for delivering relationships and sex education to the same child as an additional safeguard.

All staff involved in intimate care will have undergone appropriate safer recruitment checks, including an enhanced DBS check.
A written record will be kept of all intimate care provided where there is an ongoing need, and in any situation where there are safeguarding, medical, or welfare concerns. Records will be stored securely in line with **UK GDPR and data protection legislation**.

Child Protection
Any concerns about a child’s welfare or presentation, including marks, bruising, soreness, distress, or changes in behaviour observed during intimate care, must be reported immediately to the Designated Safeguarding Lead (DSL) in accordance with the school’s safeguarding and child protection procedures.
All staff have a duty to report concerns immediately and must not delay reporting for any reason.
If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated promptly by the Headteacher and appropriate action will be taken. Outcomes will be recorded where necessary.
Any allegation relating to a member of staff will be managed in accordance with the school’s allegations procedures and KCSIE guidance.
Parents/carers will be involved at the earliest appropriate opportunity in order to support a resolution, while ensuring the child’s welfare remains paramount.
Advice will be sought from external agencies where appropriate.

Related Policies
This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- SEND Policy
- Behaviour Policy
- Online Safety Policy
- Whistleblowing Policy
- Staff Code of Conduct

Monitoring and Review
This policy will be reviewed annually by the Governing Body, or sooner if legislation, statutory guidance, or school procedures change.