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Intimate Care Policy

Agreed by:		
NAME/ROLE	**SIGNED**	**DATE**
Mrs S Caston (SENDCo)		September 2026
Mr P Ranger/Headteacher		September 2026

Next review due on or before:	September 2028

St. Benedict's C of E VA Junior School Intimate Care Policy

St Benedict's C of E VA Junior School is committed to safeguarding and promoting the welfare and dignity of all pupils. This policy outlines our approach to providing intimate care to pupils who require additional support with their personal needs due to age, medical condition, or special educational needs.

Aims

This policy aims to ensure that:

• Intimate care is carried out properly 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 Equalities Act 2010

• Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account

• Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

Role of parents

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to complete and sign an intimate care plan. An intimate care plan will be created in discussion with parents/carers. Where there isn't an intimate care plan or parental consent for routine 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 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 afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed 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 on board 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's doubt 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.

Sharing information

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

Role of staff

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) 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

• Regular safeguarding training

• If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is 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

It is best practice from a health and safety and safeguarding perspective to have two members of staff present. It is fine for male members of staff to change female pupils as they have an enhanced DBS with a barred list check. Procedures will be carried out in the disabled toilet. Children will be encouraged to clean themselves as much as possible and staff will support where this is not possible. When carrying out procedures, the school will provide staff with equipment such as protective gloves, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

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 the Headteacher. 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.

Monitoring arrangements

This policy will be reviewed by the Headteacher every two years. At every review, the policy will be approved by the Local Governing Committee.

Links with other policies This policy links to the following policies and procedures:

• Safeguarding and Child Protection Policy

• Equality Policy

• Health and Safety Policy

• SEND Policy

• Administration of Medicines Policy

Appendix A

St. Benedict's C of E VA Junior School Intimate Care Plan	
PARENT/CARER	
Name of child	
Class	
Type of intimate care needed	
How often will care be given	
Where care will take place	
Resources and equipment required and who will provide them	
How procedure will differ if taking place on a trip	
Name of senior member of staff responsible for ensuring the care is carried out according to the Intimate Care Plan and completing the plan	
Name of staff member/s carrying out the intimate care	
Name of parent or carer	
Relationship to child	
Parent/carer signature	
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?	
Child signature	
Date	

Appendix B

Confidential Record of Intimate Care				
Date and Time	Staff Involved	Duration of Care	Procedure/Comment	Staff Initials