



# Intimate Care Policy

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*Together, pursuing life in all its fullness*

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v1.0	May 2018	St Michael's	Initial Issue
v2.0	May 2018	Louise Beale	Sentence removed from section 2.3
V3.0	November 2021	Leah Baddeley / Amy Bills	Reviewed for current guidance and made into a trust wide policy
V3.1	January 2025	Leah Baddeley	Reviewed, no changes

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The electronic version is the definitive version of this document.

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**This trust and academy is committed to safeguarding and promoting the wellbeing of all our children.**

## **1.0 Introduction**

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At our academies all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development, and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment, or pain.

We recognise that intimate care may be needed for some pupils for a short period of time e.g. following an operation and this policy will be used in this instance.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

## **2.0 Our Approach to Best Practice**

All pupils who require intimate care will have an individual intimate care plan (appendix 3) which will outline needs of the child, response and parental wishes for supporting their child. Where required for manual handling purpose or supporting movement a risk assessment will also be put in place.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's identified key adult and at least one other member of staff accesses the training. Equipment will be provided to assist

with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff members who are known to the child will take on the responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. 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. It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat. 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.

The curriculum provides pupils with support in developing self-care routines and messages on healthy living.

### **3.0 Working with Parents**

We believe that our partnership with parents is an essential principle in our setting and particularly in relation to intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

### **4.0 The Protection of Children**

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them, are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they must follow our safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures).

## **5.0 Allegations of Abuse**

Personnel working in intimate situations with children can feel particularly vulnerable. This policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

**Appendix 1 – Model letter to parent(s) outlining policy/procedures and their consent to carry out ‘intimate care’ – to be issued on academy headed paper.**

Intimate Care

Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child’s needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out ‘intimate care’ procedures when necessary.

Yours sincerely,  
Headteacher -----

I have read a copy of the School’s ‘Intimate Care Policy.’  
I agree to the school carrying out ‘intimate care’ on my son/daughter when necessary.

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name of child: \_\_\_\_\_  
Date: \_\_\_\_\_

**Appendix 2 Record of Intimate care carried out**

**A log to be kept in the following format, to be completed after each intimate care activity:**

Child’s name.....  
DOB.....

Date	Time	Adult	Comment- action taken

### **Appendix 3 - Forms**

**Intimate Care Plan form** - available from the Forms/Safeguarding section of the Information Hub.