



Inkpen Primary School

Intimate Care Policy

Date Created	16.09.24
Date Modified & Agreed	
Revision Due	

Change History

Version	Date	Description

Linked Policies	Safeguarding Policy SEND Policy Health and Safety Policy
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Headteacher:
Signature

Print name FRANCES BUCK

Chair of Governors:

Signature

Print name

EMMA WORDSWORTH

Policy Statement and Objectives

Purpose of the Policy:

This policy aims to provide guidelines for the provision of intimate care to pupils within the school environment. Intimate care activities include but are not limited to assistance with dressing, undressing, toileting, and maintaining personal hygiene. The goal is to support the dignity, privacy, and independence of pupils, while ensuring their safety and promoting their welfare.

This policy applies to all staff members who are involved in the intimate care of pupils. It encompasses all forms of intimate care given to children and young people at the school.

Aims of the Policy:

- To uphold the dignity and privacy of all pupils receiving intimate care.
- To ensure that all intimate care practices are safe and compliant with relevant health and safety standards.
- To provide clear guidance on delivering intimate care in a respectful and professional manner.
- To ensure that pupils with continence difficulties are not discriminated against in the Equalities Act 2010

Definition:

Intimate care may involve:

- Washing, including intimate, personal areas;
- dressing and undressing;
- helping with toileting;
- applying creams or ointments prescribed for medical conditions.

Where a child requires intimate care, parents will be made aware beforehand either via a telephone conversation (if this is an isolated incident) or a care plan (where care is required on an ongoing basis) as appropriate.

Principles of Best Practice

Privacy and Dignity

In order to maintain the dignity and privacy of the young person, any intimate care will take place in the accessible toilet in the office area. This will ensure that the young person has

sufficient space and that support from additional adults can be readily accessed. Staff should maintain a positive, respectful, and sensitive attitude when providing intimate care. In order to encourage independence, children should be encouraged to do as much of this process as they are able to.

Health and Safety

Staff members providing intimate care must follow the below health and safety guidelines to prevent any form of harm to the child or themselves:

- disposable gloves should be worn while providing intimate care;
- any soiled products must be disposed of in a protective yellow bag and sealed
- soiled clothing should be bagged and kept safe until collection

Child Protection

The normal process of changing wet/soiled clothes should not raise child protection concerns and there are no regulations that indicate that a second member of staff must be available to supervise this process to ensure that abuse does not take place. Few schools/settings will have the staffing capacity to provide two members of staff for changing. DBS checks are carried out, along with regular training, to ensure the safety of children with staff employed by our school. All intimate care will take place in the accessible toilet to ensure that there are other staff members in close proximity.

Wherever possible, the same member of staff will be allowed to change named children as set out in their care plan. This reduces the risk to the child and promotes their dignity.

Staff will receive regular training and safeguarding updates and will be offered regular support and advice wherever needed.

Roles and Responsibilities

School Responsibilities

- The Headteacher is responsible for the development, implementation, and regular review of the Intimate Care Policy.
- The Headteacher will create a personal Care Plan for any child who requires it. This will be reviewed on a regular basis in partnership with the child and the parent.
- Staff will agree to support children in line with this Intimate Care Policy and individual Care Plans.
- Staff will communicate regularly to parents, particularly where the child was distressed

Parent/ Carer Responsibilities

- Parents will sign their child's care plan (where appropriate) and agree to staff members providing such care in line with this policy
- Parents will provide spare items of clothing should they be needed
- Parents will agree to the use of cleansing wipes or an alternative as necessary
- Parents will agree to review their child's care plan regularly
- Parents will inform the school should their child have any rashes or marks

Monitoring and Review

The Intimate Care Policy will be reviewed bi-annually or following any significant incidents to ensure its effectiveness. The Headteacher and the Governing Body will be responsible for reviewing this policy and for monitoring that procedures followed are in line with this policy at all times.

Feedback will be actively sought from all stakeholders to inform improvements to the policy and practice.

This comprehensive framework ensures that intimate care is administered safely, respectfully, and in accordance with legal and ethical standards. Regular updates and training are essential components to support the effective implementation of this policy.

Appendix A: Intimate Care Plan



Intimate Care Plan	
Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
Resources/equipment to be used:	
Resources/equipment to be provided by:	
Training requirements for staff	
Disposal of products:	
Infection control measures:	
Special measures for trips and outings:	
Plan to be reviewed:	
Review comments:	

Parent/Carer agreement:

- I agree to ensure that my child goes to the toilet/is changed at the latest possible time before being brought to the setting/school.
- I will provide the setting/school with pull ups/underwear, wipes and three clean changes of clothing.
- I understand and agree the procedures that will be followed when my child is changed at school, including the use of any cleanser or wipes.
- I agree to inform the setting/school should my child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change my child more frequently than if s/he were at home.
- I agree to support school by changing my child in school if necessary during staff absence.
- I agree to collect my child and return to school following bathing if required.
- I agree to review arrangements when this is necessary.
- I agree that I will only be called into school as a last resort.

Signed: (Parent/Carer)

Date:

School agreement:

- We agree to change your child should the child soil themselves or become uncomfortably wet.
- We agree to monitor the number of times your child is changed in order to identify progress made.
- We agree to report should your child be distressed, or if marks/rashes are seen.
- We agree to inform parents if your child requires a shower to ensure they are clean.
- We agree that we will prioritise keeping your child in school and is only collected when absolutely necessary.
- We agree to review arrangements regularly.

Signed: (School staff)

Date: