



Intimate Care Policy

September 2024

Dated: Autumn Term 2024

Review Date: Autumn Term 2025

Intimate Care Policy – Firs Primary School

1. Introduction

This policy aims to give direction with regard to staff's interaction with pupils who require intimate care.

Intimate care is a key area of a person's self-image and respect and as such, it is vital that it is practised in a sensitive manner. It is essential that the needs and rights of child and staff are protected and that the highest standards of best practise are ensured at all times in the area of intimate personal assistance.

The level of assistance required will reflect the needs of the individual child at any given time.

2. Definition of Intimate Care

Intimate care refers to all aspects of support to a child, whether by direct or indirect contact, which are associated with bodily functions, body products and personal hygiene involving intimate parts of the body.

Direct contact involves physical contact between the child and the staff member. It may involve touching of both intimate and non-intimate body parts.

Indirect contact involves the supervision, observation, prompting of the child to complete personal and intimate care tasks.

Intimate care includes; dressing and undressing (underwear), support with using the toilet, changing of incontinence pads/nappies, washing intimate body parts, showering (if required) and menstrual care.

3. Objective

The objective of this policy is to give direction to staff with regard to supporting children in their intimate care needs in a way, which promotes the dignity and privacy of the child while protecting the integrity of the staff involved.

4. Intimate Care Plan

- In all situations where a child needs assistance with toileting/intimate care, a meeting will be convened, after induction and before the pupil starts school with a view to drawing up an Intimate Care Plan. (Appendix 1)
- The meeting will be attended by the parents and if appropriate the child, SENCO and the class teacher involved in the child's care.

- The specific needs of the child and how the school can best meet those needs will be clarified.
- The staff to be involved in this care plan will be identified.
- As far as possible, the child will be involved in the identification of his/her personal wishes or requirements.
- Additional items of clothing and sanitary wear will be provided by parents/school as necessary.
- A written copy of what has been agreed will be made, signed by the individuals involved and retained in the child's file.
- Where a child required manual handling (lift/transfer as part of the intimate care needs, manual handling procedures will be outlined in the intimate care plan. Staff involved would receive the relevant training from a fully trained professional.
- The child's intimate care plan will be reviewed at the beginning of each academic year or as needs arise/where progress has been made. (E.g.- the child no longer needs to be changed and is toilet trained.)
- Parents are responsible for keeping the school up to date with any changes to the student's intimate care requirements.

5. Procedures

- Two members of staff should be present when dealing with intimate care/toileting needs.
- Temporary staff and persons in the school on work placement will not be involved in dealing with intimate care needs.
- Any change of personnel will be discussed with the parent and child.
- Provision will be made for occasions when the particular staff involved are absent.
- It will not be necessary for two people to administer intimate care however, the door is left slightly ajar with the second person remaining outside the door.
- Staff members will be trained in any specific procedures which need to be undertaken in the delivery of intimate care for an individual child.
- Appropriate protective gear attire will be provided. (e.g. gloves, aprons etc.)
- Appropriate disposal of sanitary wear etc. will be provided by parents but in some cases the school.
- Pupil's intimate care needs will be discussed in private, where confidentiality, can be maintained.
- In order to promote independence, the child will be facilitated in performing as much of his/her own intimate care needs as he/she is physically able to do

- Before commencing an intimate care task, the staff member will explain to the child, using an appropriate method of communication, what they are about to do and how they will do it.
- Staff will check in advance that suitable facilities exist for intimate care procedures when on school visits.
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
- A record of intimate care tasks undertaken should be maintained.
(Appendix 2)

Any deviation from the agreed procedures will be recorded and reported to DSL, Safeguarding Manager or SENCO and the parents.

A locked cupboard if required will be available for changing equipment and personal items.

A changing area is available for pupils in **EYFS** and there is a disabled toilet in the Junior building.

6. Child Protection

In a situation where an issue of concern arises whilst carrying out an intimate care task, the staff member will report this concern to the Designated Safeguard Lead (DSL) in line with the school's Safeguarding Policy.

Such issues may include:

- The child seems unusually sore, tender or bruised.
- The child seems to misinterpret what is said or done.
- The child has a very emotional reaction without apparent cause.
- The child makes an allegation against a member of staff.

Any concerns will be dealt with by the DSL in line with the school Safeguarding policy and procedures.

7. Relationship with other school policies

This policy operates in conjunction with all other school policies including:

- The Code of Conduct
- Child Protection and Safeguarding Policy
- Special Educational Needs Policy
- Health and Safety Policy

8. Implementation

The Head Teacher, SEN Co-ordinators, Safeguarding Manager and other relevant staff members will be responsible for the implementation of this policy.

The Head Teacher is responsible for:

- Ensuring that any member of staff who is required to provide intimate care support is made aware of this policy and receives appropriate training and advice prior to supporting a student with his/her intimate care.
- Ensuring that staff members carrying out intimate care fully understand the confidential and sensitive nature of the task and the potential for misinterpretation involved.
- Ensuring that staff members involved in providing intimate care are given the opportunity to advance their skills and expertise in this area.
- Ensuring that any deficits in terms of resources which may affect the manner in which intimate care is delivered and addressed.
- Ensuring that any Child Protection concerns reported by staff members carrying out the intimate care duties are addressed immediately.
- Ensuring with the SENCOs, that the Intimate Care Plan is reviewed, with the pupil and parents at the beginning of each academic year.

Staff members who are required to provide intimate care support to children should:

- Ensure that they are familiar with and comply with this policy.
- Ensure that they are familiar and comply with the individual child's Intimate Care Plan.
- Report any concerns, which may arise when carrying out intimate care duties, immediately to the DSL.
- Use protective clothing such as disposable gloves and aprons as appropriate when carrying out intimate care tasks.

This policy should be made available to staff, children and parents via the school's website or on request from the Head Teacher.

9. Review and Adoption

This policy will be reviewed annually, in line with emerging legislation and shared. Guidance from the Department for Education and Skills, the National Council for Special Education, the Health Service Executive or any other statutory bodies.

This policy was reviewed by the SENCO's in July 2021

Signed: _____ Date: _____

Head Teacher

Appendix 1



INTIMATE CARE PLAN

Name of Child	
Date of Birth	
Year/Class Group	
Parent	

Tasks:	Required Intimate Care Intervention from staff	Student can perform with: Supervision/minimal assistance from staff
Toileting		
Menstruation		
Hand Washing		
Dressing and Undressing for PE		
Supported Eating (including tube feeding.)		
Administering Medicines (including skin cream.)		

Facilities/Equipment Required	Yes/No	Comments
Changing table/bed		
Grab rails		
Step		
Locker for supplies		
Lever taps (Hot & cold water)		
Mirror at suitable height		
Disposal unit/bin		
Hoist		
Other moving and handling equipment		
Emergency alarm		
other		

Supplies	Family Supplies	School Supplies
Pads/nappies		
Wipes		
Spare Clothes		
Antiseptic Cleaner		
Clothes/Paper Towels		
Soap		
Disposable Gloves and Aprons		
Disposable Sacks		
Sterilising Fluids and equipment		
Toilet Paper		
Other		

Staff Members	Details of Training Required	Training Given (Date)

Comments

Permission for school to provide intimate care

I/We give permission for _____ School to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (e.g. if medication is changed or my child has an infection)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

1. Signature:_____ Date:_____

Name:_____ Relationship to the child:_____

2. Signature:_____ Date:_____

Name:_____ Relationship to the child:_____

Appendix 2



Record of Intimate Care Intervention

Name of child_____

Year/Class:_____

Name(s) of staff involved:_____

Date:	Time	Procedure	Signature(s)	Comments