

# Intimate Care Policy

TEAM Education Trust



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<b>List of associate policies:</b>	TEAM Accessibility plan TEAM Child protection and safeguarding policy TEAM Health and safety policy TEAM SEND policy TEAM Supporting pupils with medical conditions policy TEAM Safe Moving & handling of children policy

## Version History

Version	Date	Detail	Author
1	28.03.23	Original Policy	
2	January 2024	References to COVID-19 protocol removed Added e.g. in 4.2	NBO
3	February 2025	<p>Minor grammatical changes throughout.</p> <p>Updated so policy refers to pupils throughout. Also added reference to carers throughout.</p> <p>Minor additions within Aims section.</p> <p>Updated expectations with regards to the review period for intimate care plans.</p> <p>Clarified expectations that 2 members of staff will support all intimate care procedures as a standard expectation.</p> <p>Added reference to Trust incident reporting procedure in section linked to Concerns about Safeguarding.</p> <p>Updated monitoring arrangements.</p> <p>Added reference to contact details in Appendix 2.</p>	RWA, NRE, Clear Risk Management Ltd.
4	September 2025	Amends to section 5 and 6, and added Appendix 3	NRE

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# 1. Aims

This policy aims to:

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 pupils are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equalities Act 2010
- Parents/carers 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 and 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 pupil's intimate personal areas.

## 2. Legislation and statutory Guidance

This policy complies with [statutory safeguarding guidance](#). It also complies with our funding agreement and articles of association.

## 3. Role of parents

### 3.1 Seeking parental permission

For pupils who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For pupils whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

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/carers 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/carers afterwards.

### 3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the pupil (where possible) and any relevant health professionals.

The school will work with parents/carers 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 pupil will also be taken into account. If there's doubt whether the pupil is able to make an informed choice, their parents/carers will be consulted.

This plan will be reviewed as and whenever there are changes to a pupil's needs or at least twice a year even if no changes are necessary, to ensure it is reflected upon often.

See appendix 1 for a blank template plan to see what this will cover.

### **3.3 Sharing information**

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

## **4. Role of staff**

### **4.1 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.

### **4.2 How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake e.g. Catheter and Stoma
- 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.

## **5. Intimate care procedures**

### **5.1 How procedures will happen**

When providing intimate care for a pupil with more complex needs or when providing care outside that outlined within the parent/carer permission form, an intimate care plan will be followed. In line with best practice from a Health and Safety, and Safeguarding perspective, 2 members of staff will be present when any intimate care is carried out. If this is not possible, and intimate care is provided by a single trained member of staff, that member of staff is responsible for reporting the provision of care and the reason for being unaccompanied to the Principal or Designated Safeguarding Lead.

It is noted that male members of staff may change female pupils as long as they have an enhanced DBS with a barred list check, but they should not be unaccompanied.

Procedures will be carried out in designated areas, toilets and personal care spaces.

When carrying out procedures, the school will provide staff with: equipment which may include; 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/pads, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

An accurate written record should be kept when a pupil requires assistance with intimate care setting out the time and date of the care, the care provided and who was present – appendix 3

Where a formal plan is not in place, parents/carers will be informed if their child has needed help with intimate care needs (for example, wet or soiled themselves). School staff will communicate this information confidentially in person, by telephone or by the school communication platform.

## **5.2 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 Principal, who will follow the Trust incident reporting protocol if appropriate.

If a pupil makes an allegation against a member of staff, the responsibility for intimate care of that pupil 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.

## **6. Monitoring arrangements**

This policy will be reviewed at least annually, but will be updated every 6 months if required, in line with Principals' twice-yearly review. Policy approval will be the Trust Board or those with delegated responsibility from the Trustees.

## Appendix 1: Intimate Care Plan

<b>PARENTS/CARERS</b>	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
<b>CHILD</b>	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

## Appendix 2: Parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

