

Intimate Care Policy



Duke of Norfolk CE Primary School 2023

Approved by:

Governors

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1. 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 who require intimate care are not discriminated against, in line with the Equality 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, safeguarding protocols awareness) that protect themselves and the pupils involved
- > Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents/carers

3.1 Seeking parental permission

For children 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 children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), 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 child (when 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 child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed once a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

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 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes teachers and teaching assistants.

No other staff members can be required to provide intimate care.

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
- > Regular safeguarding training
- > If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as 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

- > Members of staff are given the choice as to whether they are prepared to provide intimate care to pupils.
- > Where possible, intimate care will be provided by a teacher or teaching assistant of the same sex.
- > It is best practice from a health and safety and safeguarding perspective to have two members of staff present. If it is not possible, one member of staff will be present.
- > Two members of staff must be done where there is a known risk of false allegations by a pupil, or if it is an invasive procedure.
- > Only teachers and teaching assistants of the school will ever assist or carry out intimate care and will therefore have a DBS check and a barred list check.
- > Staff need to be aware of best practice regarding infection control including the requirement to wear disposable gloves and aprons and have good awareness of child protection procedures.

- > Procedures will be carried out in designated toilets where children have their privacy and dignity protected.
- > No recording devices will ever be carried whilst providing intimate care procedures.
- > For pupils needing routine intimate care, the school expects parents/carers 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.
- > When carrying out procedures, the school will provide staff with gloves, disposable aprons, cleaning supplies, changing mats and bins.
- > Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.
- > An intimate care letter (appendix 3) will be completed and sent home on the day the care was carried out (or a record of the phone call/conversation – appendix 4), for one off incidents.

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 DSLs.

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.

6. Monitoring arrangements

This policy will be reviewed by senior leadership every three years or sooner if necessary. At every review, the policy will be approved by the governing body.

7. Links with other policies

This policy links to the following policies and procedures:

- > Accessibility plan
- > Child protection and safeguarding policy
- > Health and safety policy
- > SEND policy

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child:	
Type of intimate care needed/background information:	
How often care will be given?:	
What training will staff require?:	
Where care will take place:	
What resources and equipment will be used, and who will provide this?:	
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:	

This plan will be reviewed twice per year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child:	
Date of birth:	
Name of parent/carer:	
Address:	
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 do not 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:	

Appendix 3: template parent/carer letter

Dear _____

Please can we let you know that _____ had an accident at school today. They
_____.

They were assisted at school to get themselves changed and they have their own clothes in a plastic bag.

Yours sincerely

