

Intimate Care Policy

Sutton on the Forest CE Primary School

Date: August 2025

Review Date: September 2027

1. Introduction

This policy outlines the procedures and guidelines for providing intimate care to pupils at Sutton on the Forest CE Primary School. It is designed to ensure that all pupils are treated with respect, dignity, and sensitivity, and that their personal care needs are met in a safe and appropriate manner. This policy is underpinned by our school values of respect, perseverance, compassion, and friendship.

2. Purpose

The purpose of this policy is to:

- Provide a framework for the provision of intimate care that safeguards the well-being and dignity of pupils.
- Ensure that all staff involved in intimate care are properly trained and understand their responsibilities.
- Promote open communication and partnership between school, parents/carers, and pupils.
- Comply with relevant legislation and guidance, including:
 - The Children Act 1989 and 2004
 - Keeping Children Safe in Education (latest version)
 - Equality Act 2010
 - Data Protection Act 2018 and GDPR
 - Human Rights Act 1998
- Meet the requirements of the OFSTED inspection framework, particularly in relation to safeguarding and personal development.

3. Definition of Intimate Care

Intimate care refers to any care task that involves direct or indirect contact with a pupil's intimate areas. This may include:

- Toileting and continence management (e.g., changing nappies, assisting with toilet use)
- Washing and changing soiled clothing
- Management of menstruation
- Assistance with dressing and undressing where intimate areas are involved

- Administering medication related to intimate care needs

4. Roles and Responsibilities

- **Headteacher:**

- Overall responsibility for ensuring the policy is implemented effectively.
- Ensuring that adequate training and resources are provided to staff.
- Monitoring the implementation of the policy and addressing any concerns.

- **Designated Safeguarding Lead (DSL):**

- Providing advice and support to staff on safeguarding issues related to intimate care.
- Liaising with external agencies as necessary.
- Ensuring that any allegations of abuse are reported and investigated in accordance with safeguarding procedures.

- **SENCo:**

- Working with parents/carers and staff to develop individual care plans for pupils with specific needs.
- Ensuring that staff are aware of pupils' individual needs and how to meet them.

- **Class Teachers/Teaching Assistants:**

- Providing intimate care in accordance with this policy and individual care plans.
- Reporting any concerns about a pupil's well-being to the DSL.
- Maintaining accurate records of intimate care provided.

- **Parents/Carers:**

- Providing the school with information about their child's intimate care needs.
- Working in partnership with the school to develop individual care plans.
- Communicating any concerns about the care provided.

- **Pupils:**

- Pupils will be encouraged to participate in decisions about their care as much as possible, taking into account their age and understanding.
- Pupils will be taught about personal safety and how to report any concerns.

- **Governing Body:**

- Ensuring that the school has appropriate policies and procedures in place for safeguarding and intimate care.
- Monitoring the implementation of these policies and procedures.

5. Implementation

- **Individual Care Plans:**

- For pupils with ongoing intimate care needs, an individual care plan will be developed in consultation with parents/carers, the SENCo, and other relevant professionals.
- The care plan will outline the specific care needs of the pupil, the procedures to be followed, and the staff responsible for providing care.
- Care plans will be reviewed regularly to ensure they remain appropriate and effective.

- **Staff Training:**

- All staff involved in providing intimate care will receive appropriate training, including:
 - Safeguarding training
 - Manual handling training (if required)
 - Infection control training
 - Training on specific medical conditions (e.g., epilepsy, diabetes)
 - Training on communication strategies for pupils with communication difficulties
- Training will be updated regularly to ensure staff are aware of current best practice.

- **Procedures for Providing Intimate Care:**

- Intimate care will always be provided in a private and dignified manner.
- Wherever possible, two members of staff will be present during intimate care procedures. If this is not possible, a clear rationale will be documented.
- Staff will explain the procedure to the pupil in advance and obtain their consent, where appropriate.
- Staff will wear appropriate personal protective equipment (PPE), such as gloves and aprons.
- Staff will follow infection control procedures to prevent the spread of infection.
- Accurate records will be kept of all intimate care provided, including the date, time, staff involved, and any relevant observations.

- **Facilities:**

- The school will provide appropriate facilities for intimate care, including:
 - A private and clean changing area
 - A sink with hot and cold running water
 - Soap and paper towels
 - A disposal bin for soiled items

- Appropriate equipment, such as changing mats and hoists (if required)
 - Red mop to be used for cleaning bodily fluid.
- **Communication:**
 - Open and honest communication will be maintained with parents/carers at all times.
 - Parents/carers will be informed of any incidents or concerns related to their child's intimate care.
 - Parents will be informed following soiling accidents that differ from usual.
 - Staff will communicate effectively with pupils, using age-appropriate language and communication strategies.
- **Confidentiality:**
 - All information relating to a pupil's intimate care needs will be treated with confidentiality and shared only with those who need to know.
 - Records will be stored securely in accordance with data protection legislation.
- **Complaints:**
 - Any complaints about the provision of intimate care will be dealt with in accordance with the school's complaints policy.

6. Safeguarding

- This policy is an integral part of the school's safeguarding policy.
- All staff have a responsibility to safeguard pupils from harm.
- Any concerns about a pupil's well-being, including concerns about abuse or neglect, must be reported to the DSL immediately.
- The school will follow its safeguarding procedures in relation to any allegations of abuse.
- The school will work in partnership with external agencies, such as social services and the police, to safeguard pupils.

7. Monitoring and Review

- This policy will be reviewed annually by the Headteacher, DSL, and SENCo.
- The review will consider:
 - The effectiveness of the policy in safeguarding pupils and meeting their intimate care needs.
 - Any changes in legislation or guidance.
 - Feedback from staff, parents/carers, and pupils.
 - Any incidents or complaints related to intimate care.
- The policy will be updated as necessary.

8. Equality and Inclusion

- This policy applies to all pupils, regardless of their age, gender, ethnicity, religion, disability, or sexual orientation.
- The school is committed to promoting equality and inclusion in all aspects of its work.
- The school will make reasonable adjustments to meet the individual needs of pupils with disabilities.

9. Related Policies

- Safeguarding Policy
- SEND Policy
- Behaviour Policy
- Complaints Policy
- Data Protection Policy

10. Dissemination

- This policy will be made available to all staff, parents/carers, and pupils.
- The policy will be published on the school website.
- Staff will receive training on the policy as part of their induction and ongoing professional development.