

Whitstable Junior School

Intimate Care Policy

Governors' Committee Responsible:

Policy Originator: SENCo

Status: Statutory

Review Period: Annually

Date approved: November 2025

Next review date: November 2026

Signed: _____ **Chair of Governors**

Signed: _____ **Headteacher**

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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents 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 which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding Policy
- COVID-19
- Health and safety Policy
- SEN Policy
- Supporting Pupils with Medical Conditions Policy
- Equalities Act 2010

Involving Parents

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents 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 (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.

Emergency intimate care:

Where a child has an urgent toileting accident and we cannot reach parents, staff will:

- I. Attempt to contact parents/carers and emergency contacts

2. If unable to make contact within a reasonable timeframe, proceed with intimate care to ensure the child's comfort, dignity and wellbeing
3. Document the incident and inform parents as soon as possible
4. Record the time, staff involved, and actions taken

Creating an intimate care plan

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

The school will work with parents 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 will be consulted.

The plan will be reviewed twice 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 I for a blank template plan to see what this will cover.

Sharing information

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

Role of staff

Which staff will be responsible?

Any roles who may carry out intimate care will have this set out in their job description.

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) check **including barred list information** before appointment, as well as other pre-employment checks including identity verification, right to work checks, and references as set out in KCSIE 2025.

How staff will be trained

Staff will receive:

- Induction training before carrying out any intimate care procedures
- Training in the specific types of intimate care they undertake
- **Safeguarding training at induction and updated at least annually**
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible
- **Regular refresher training as needed to keep skills and knowledge current**

Intimate care procedures

How procedures will happen

Staffing arrangements:

- Where possible and appropriate, two members of staff will be present during intimate care procedures
- This will be risk-assessed on an individual basis, taking into account the child's age, needs, dignity and preferences
- In some cases, having two staff present may not be in the child's best interests (for example, if it causes distress or compromises dignity)
- Any decision to have one member of staff carry out intimate care will be documented in the child's intimate care plan and agreed with parents
- Staff will never be alone in a room with the door closed - doors should remain ajar or another staff member should be nearby and aware

Procedures will be carried out in the Oyster Room toilet or the accessible toilet in the Year 3 area.

When carrying out procedures, the school will provide staff with:

- protective gloves
- cleaning supplies
- 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 toilet wipes, underwear and/or a spare set of clothing.

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

Concerns about safeguarding

All staff carrying out intimate care must be familiar with the school's child protection policy and safeguarding procedures. Staff should be alert to any signs that may indicate abuse or neglect, including but not limited to physical marks, changes in behaviour, or concerning comments from the child. Any concerns must be reported immediately to the DSL following the school's safeguarding procedures.

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 DSL or a deputy.

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.

Child's views and preferences (where age and understanding appropriate)

Staff should encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.

- How does the child prefer to be supported?
- Are there any particular concerns or anxieties the child has?
- What makes the child feel most comfortable and maintains their dignity?

Maintaining Dignity and Respect:

- All intimate care will be carried out with sensitivity and respect for the child's dignity
- Staff will explain what they are doing and why, using age-appropriate language
- The child's privacy will be maintained at all times
- Staff will encourage independence and allow the child to do as much as possible for themselves
- Cultural and religious sensitivities will be respected

Record Keeping

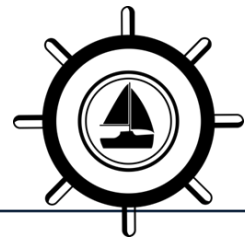
- The school will maintain confidential records of all intimate care plans and any incidents that occur during intimate care procedures
- Records will be stored securely and only accessed by those who need to see them
- Information will be shared in line with data protection requirements and our information sharing protocols
- Where safeguarding concerns arise, information will be shared appropriately with the DSL and, where necessary, external agencies

Monitoring arrangements

This policy will be reviewed by the SENCo, once a year. At every review, the policy will be approved by the governing board and the headteacher.

Appendix I: template intimate care plan

Whitstable Junior School Intimate Care Plan



| PARENTS/CARERS | |
|--|--|
| 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 making sure care is carried out according to the intimate care plan | |
| Name of parent or carer | |
| Relationship to child | |
| Signature of parent or carer | |
| Date | |
| CHILD | |
| Signature of child | |
| Date | |

This plan will be reviewed twice a year.

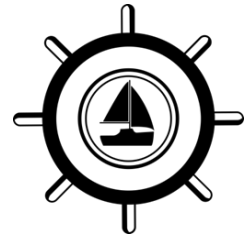
Next review date: September 2023

To be reviewed by: Kirsten Collin (SENCo)

Appendix 2: Template Parent/Carer consent form

Whitstable Junior School

Intimate Care 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). 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 | |