

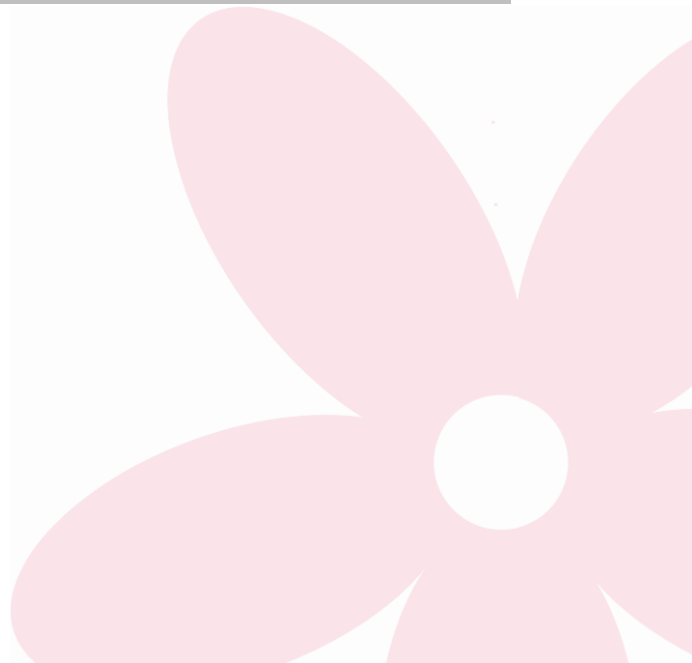


# Intimate Care Policy

St Barnabas CofE Primary School

<b>Approved by:</b>	STB LGB	<b>Date:</b> 4 <sup>th</sup> December 2024
<b>Last reviewed on:</b>	March 2023	
<b>Next review due by:</b>	Autumn Term 2027	

This policy supersedes all Intimate Care Policies.



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*“Through Jesus we encourage one another and build each other up, to be our best selves”*

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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 well-being 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 considered
- 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.

#### 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

Partnerships with parents/carers are important to our school and are particularly necessary for children who need intimate care.

Some children may need help from staff with personal care, such as using the toilet, either because of their age and stage of development or due to a disability or medical condition. In these cases, parents will be requested to sign a consent form for intimate care.

Parents/carers must ensure that they provide the school with all relevant information and evidence so that their child's needs can be met. This includes the nature of their child's needs, the details of any healthcare professionals involved, and changes in their medication/care or condition.

Parents/carers must work to ensure that their child achieves the maximum possible level of independence at home and school.

If the school is unable to contact parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is safe and comfortable, and the school will inform parents afterwards.

Parents/carers are reminded to ensure that children attending school wear a fresh nappy or pull-up.

Contacting parents/carers may be necessary if a child requires a level of intimate care that is not possible in school.

##### 3.2 Sharing information

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

#### 4. Role of staff

##### 4.1 Which staff will be responsible

Teachers, teaching assistants, senior leaders, and office staff will be included in any roles that involve intimate care.

All school staff who provide intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) check with a barred list check before appointment, as well as other checks on their employment history.

The school will make every effort to ensure reasonable adjustments are made.

##### 4.2 How staff will be trained

Staff will receive:

- 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, health, and safety procedures, including those related to COVID-19. They will also be encouraged to seek further advice as needed.

#### 5. Intimate care procedures

##### 5.1 How procedures will happen

1 member of staff should be present when administering intimate care in open areas. It is permissible for male members of staff to change female pupils if they have an enhanced DBS with a barred list check.

Procedures will be carried out in appropriate areas in the school, including nursery toilets and disabled toilets.

We strive to make reasonable adjustments; however, the frequency of intimate care procedures will typically be twice daily.

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, wipes, nappy sacks and underwear and a spare set of clothing.

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

##### 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 senior leaders; headteacher, deputy head and assistant heads.

If a child alleges misconduct against a staff member, the responsibility for the child's intimate care will be

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transferred to another staff member as quickly as possible, and the allegation will be investigated according to the school's safeguarding procedures.

## 6. **Monitoring arrangements**

The Lead DSL will review this policy every three years. The Governing Board will approve it at each review.

## 7. **Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Medical

**Appendix 1 : Parent / Carer Consent Form**

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
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"/>
I understand that my child will need intimate care. I understand that I am required to provide a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wipes, nappy sacks and underwear and/or a spare set of clothing.	
I understand the frequency of intimate care procedures will typically be twice daily.	
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). 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). 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.	<input type="checkbox"/>
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	

**Appendix 2: RECORD OF INTIMATE CARE INTERVENTION**

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Name of support staff involved: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Procedure: \_\_\_\_\_

\_\_\_\_\_