



INTIMATE CARE POLICY

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1. Introduction

This Governing Body of Old Basford Primary School adopted this policy in Autumn Term 2018. It will be reviewed every year or is sooner is required by change in legislation. It is currently in line with KCSIE, School's Accessibility Policy and Every Child Matters. This Policy was last reviewed in the Autumn Term 2025. The next review will be in the Autumn Term 2026.

Old Basford School takes the health and wellbeing of our pupils very seriously. As described in our supporting pupils with medical conditions policy, we are an inclusive school that provides children with equal opportunities for a healthy, safe, enjoyable and successful time whilst at school.

1:1 The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day- to- day activities must not be discriminated against.

1:2 This policy outlines the guidance and procedure with regard to personal and intimate care at Old Basford School. This policy should be read in conjunction with the policy for first aid and medicine and the policy on supporting pupils with medical conditions.

1:3 This policy applies to all staff who have DBS clearance undertaking personal and intimate care tasks with children and young people.

1:4 Pupils will always be treated with care and respect when intimate care is given and no child will be left feeling embarrassed.

2. Aims

The aims of this policy are:

2:1 To ensure that children and young people are consulted and encouraged to participate in decisions about their personal and intimate care. Particular attention must be given to those children and young people who have disabilities/conditions who may need additional support to be able to do this.

2:2 To safeguard the rights of children and young people, and staff who are involved in their personal and intimate care.

2:3 To ensure that service specific guidance is developed. This must inform all staff, whose role includes personal and intimate care, of good working practice and procedures.

2:4 To ensure there is a system for producing Intimate Care Plans for children and young people who require personal and intimate care. (Example personal and intimate care plan proforma Appendix A).

2:5 To ensure that all staff who are involved in personal and intimate care have access to training enabling them to implement the child or young person's intimate care plan and all relevant procedures.

2:6 To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people.

2:7 To ensure the continuity of care through the sharing of information between parents/carers/legal guardian/involved professionals.

3. Definitions of Personal and intimate care

3:1 Personal Care is defined as those tasks which involve touching, which is more socially acceptable, as it is non-personal and intimate and usually has the function of helping with personal presentation and enhance social functioning. This includes skin care, applying external medication, feeding, administering

oral medication, hair care, brushing teeth, applying deodorant, dressing and undressing, (clothing), washing non-personal body parts, prompting to go to the toilet.

3:2 Intimate Care is defined as those care tasks associated with bodily functions, body products, and personal hygiene which demand direct or indirect contact or with exposure to the genitals including dressing or undressing (underwear), helping with the use of the toilet, changing continence pads and nappies (faeces and/or urine), bathing/showering, washing personal and intimate parts of the body and menstrual hygiene.

3:3 Children may be unable to meet their own care needs for a variety of reasons and will need regular support.

4. Protection of Children, Young People and Staff

All services must ensure that all children and young people's personal and intimate care needs are met.

4.1 Parents/carers/legal guardian have the prime responsibility for their child's health and must provide all services with information about their child or young person's intimate care needs. This information will be sought through an assessment of the child or young person's needs and subsequent personal and intimate care plans will be drawn up with review dates.

4.2 The personal and intimate care plan must be written in consultation with parents/carers/legal guardian, children and young people and appropriate consent given for procedures within it. Every effort must be made to assist those children and young people who are not able to communicate easily to participate in their care planning.

4.3 Where a personal and intimate care plan exists this information must be shared with all relevant services upon request.

4.4 Parents/carers/legal guardian must be consulted and their views respected in terms of the personal and intimate care provided for their child or young person. Procedures must be discussed with the family to ensure consistency of care and support to encourage the development of personal and intimate care skills for their son or daughter.

4.5 Relevant staff will have access to guidance and ongoing training that supports good working practice which complies with health and safety legislation. Staff will have access to a set of procedures detailing individual personal and intimate care tasks including how to manage children and young people who refuse to comply with previously agreed interventions.

4.6 Each child and young person's right to privacy must be respected. Careful consideration must be given to each child and young person's situation to determine how many carers might need to be present and which carers may be involved when a child or young person needs help with personal and intimate care. Under normal circumstances, one child or young person will be cared for by one adult, unless there is a sound reason for having two or more adults present. If this is the case, the reasons must be clearly documented. (The United Nations Convention on the Rights of the Child: Article 12 Children have the right to say what they think should happen, when adults are making decisions that affect them, and have their opinions taken into account).

4.7 The number of staff required will be indicated in the child or young person's intimate care plan. The number of staff may also be influenced by the preference of the child or young person, or specified in a manual handling or behavioural risk assessment.

4.8 All services need to make provisions for emergencies i.e. a staff member on sick leave.

5. Responsibilities

The school will:

5:1 Arrange a multi-agency meeting to discuss the personal care needs of any pupil prior to them attending the school.

5:2. Involve the child who requires intimate care in planning for their own healthcare needs wherever possible.

5:3 Create, in liaison with the child and parents/carers, an Individual Healthcare Plan to ensure that reasonable adjustments are made for any child with a health condition or disability (this may not be necessary for every child who has intimate care needs).

5:4 Regularly consult with all parents and pupils regarding toilet facilities.

5:5. Maintain the privacy and dignity of any pupil who requires intimate care.

5:6 Change the child, or assist them in changing themselves if they become wet, or soil themselves.

5:7 Never leave a child in wet or soiled clothing.

5:8. React to accidents in a calm and sympathetic manner.

5:9. Keep accurate records of times, staff and any other details of incidents of intimate care.

5:7 Agree how often the child should be routinely changed if the child is in school for a full day, and designate a member of staff to change them.

5:8 Agree to a minimum number of changes.

5:9 Agree to encourage the child's participation in toileting procedures wherever possible.

5:10 Discuss and take the appropriate action to respect the cultural practices of the family.

5:11 Where possible, only allow same-sex intimate care (for female students).

5:12. Contact parents/carers if the child refuses to be changed, or becomes distressed during the process.

5:13 Maintain excellent standards of hygiene when carrying out intimate care.

Parents/carers should:

5:16. Change their child, or assist them in going to the toilet at the latest possible time before coming to school.

5:17. Provide spare nappies/incontinence pads, wet wipes and a change of clothes in case of accidents.

5:18. Read and sign this policy to ensure they understand the policies and procedures around intimate care.

5:19. Inform the school should their child have any marks/rashes.

5:20 Discuss with the school how often their child will need to be changed, and who will do the changing.

6. Safeguarding

6.1. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

6.2. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.

6.3. If any member of staff has concerns about physical changes to a child's presentation, such as marks or bruises, they will immediately report the concerns to the Designated safeguarding Lead.



Old Basford School

Intimate Care Agreement

To help the school and nursery staff best meet the needs of your child during their time with us, we would like to set up an agreement between parents / carers and the school with regards to intimate care.

Intimate care, as defined by the SCE Intimate Care Policy, may involve helping a child with drinking, eating, dressing, toileting, applying creams for medical purposes, caring for when unwell, administering first aid and comforting when upset.

Staff at Old Basford School and Nursery providing intimate care are aware of the need to adhere to good child protection practice, in order to minimise risks for both the child and themselves. All school and nursery staff are supported and trained so that they feel confident in their practice.

Name of child.....

- I give permission to Old Basford School and Nursery to provide appropriate intimate care to my child.
- That this will be carried out by a member of staff within the year group.
- I will contact the class teacher if there are any issues I would like to discuss.
- I understand that this agreement will continue throughout my child's time at this school.

Signed..... Parent/Carer

Date.....

Intimate Care Plan

Name of child: _____

Date of birth: _____

Date plan was written: _____

Was this plan discussed with the child? YES/NO

If no, please indicate the reason: _____

Agreed with parent:

Signature: _____

Date: _____

Who will provide the care? Please list staff members trained to provide this care.	
Name	Position/job

Agreed by Old Basford on _____

Signed _____

Print name: _____

Position: _____

Please describe here the type of intimate care that requires assistance. E.g. child soils and requires assistance/ supervision with cleaning themselves, disposal of soiled pad/ underwear and re – clothing, child needs assistance with feeding etc.

Details of the equipment the child may need (i.e. continence pad size, toilet seating, changing bed) and who will provide the equipment:

Where will this care be provided? Specific identified areas:

What is the child able to do for themselves? How is the child going to indicate who they want to assist in their care, when they need assistance and if they have any dislikes relating to their intimate care?

Toilet Management Plan

Child's Name _____ Class/ Year group _____

Name of support staff involved _____

Date of record _____ Review date _____

Area of Need:	
Equipment required:	
Location of suitable toilet facilities:	
Support required:	Frequency of support:

Working towards independence:

Child will try to	Support staff will try to	Target achieved (date)

Signed _____ Parents/ Carers

Signed _____ Member of Staff

Signed _____ Second Member of Staff

Signed _____ Child (if appropriate)

Agreement between child and staff member:

Child's Name: _____ Class/ Year Group: _____

Name of support staff involved: _____

Date _____ Review Date _____

Support Staff

As the member of staff who will be helping you in the toilet you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you in the toilet. I will avoid unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission to touch you or your clothing.
- I will check you are as comfortable as possible, both physically and emotionally.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan.

Child

- I will try, whenever possible to let you know a few minutes in advance that I am going to need the toilet so that you can make yourself available to be prepared to help me.
- I will try and use the toilet at break time or at the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

Signed _____ Member of staff

Signed _____ Child (if appropriate)