



# Heartwood CE VC Primary and Nursery School

## Intimate Care Policy

Date:

June 2025

Review Date:

June 2026

## **School Intimate Care Policy**

### **Introduction:**

Heartwood CE VC Nursery and Primary School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 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.

We recognise that there is a need for children and young people to be treated with respect and dignity when intimate care is given.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

### **Definition:**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some children are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support throughout the day.

Intimate care is a sensitive issue and requires staff to be respectful of the child's needs and wishes. The child's dignity should always be preserved with a high level of privacy, choice and control. Safeguarding the child and member of staff should be at the forefront and staff must work in partnership with parents and/or carers to provide continuity of care to children and young people.

### **Our approach to best practice:**

- The management of all children with intimate care needs will be carefully planned to ensure their needs are met.
- Staff who provide intimate care will be trained to do so and will hold a valid DBS check. They will have up to date Safeguarding Training and Moving and Handling, where appropriate.
- Where specialist equipment and facilities above that currently available in the school are required, the SENDCo will work closely with Physiotherapists and/or Occupational Therapists to provide this in a timely manner.

- Staff will communicate with all pupils who require intimate care and share verbally and/or visually what they are about to do so that they are happy and understand.
- Staff will be supported to adapt their practice in relation to the needs of individual children.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- If Intimate Care is regularly provided by school staff, parents will sign the Intimate Care Permission Form to say they are in agreement with the policy (Appendix 1).
- If a child has a disability or medical need(s) that may affect their personal care routine, an Individual Health Care Plan will be created by the SENDCo in agreement with parents/carers. School use the ERIC IHCP which can be found here <https://eric.org.uk/individual-healthcare-plan/>
- All intimate care provided by school will be recorded on a pupils Intimate Care Record Sheet (Appendix 2). Parents will be made aware of this at the end of the school day.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Normally one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented in their IHCP.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and plans updated where necessary.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where an Individual Health Care Plan is not in place and a child needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person or by telephone.
- If a child is wearing nappies or pull ups, the parent/carer is responsible for providing these. This is outlined further in the **Nappy Changing Policy**.
- Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

### **Child Protection:**

The Governors and staff of Heartwood CE VC Primary School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safeguarding Lead.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with our school's agreed procedures.

## Appendix 1 - Intimate Care- Permission form



### Intimate Care – Permission Form

+	
<b>Pupil's Personal Details</b>	
Full Name: <input type="text"/>	
Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	Parent/Carer name: <input type="text"/>
Address: <input type="text"/>	

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature

Name:

Relationship to child:

Date:  /  /

## Appendix 2- Intimate Care Record Sheet



### Intimate Care - Record Sheet

<b>Pupil's Details</b>
Full Name: <input type="text"/>
Names of staff involved: <input type="text"/>

Date	Time	Procedure	Signature(s)	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>