

## Intimate Care Policy

### Policy Statement

This overarching Intimate Care Policy sets the strategic framework and core principles that Trust settings must follow. The nursery and EYFS, and complex needs settings will develop specific procedures and intimate care plans based on this policy. These procedures will include detailed operational arrangements, records, checklists and consent documentation.

Consortium Trust is fully committed to safeguarding and promoting the welfare, dignity and wellbeing of all children and young people in its care. In meeting a child's intimate care needs it must be recognised that staff will undertake their duties in a professional manner, at all times. It is acknowledged that these adults are in a position of great trust. Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care to ensure that the needs of all children and young people are met.

Detailed operational procedures are set out separately for:

1. [Nursery and EYFS](#)
2. Pupils with Complex SEND

### Core Principles

The following are the fundamental principles upon which the school practice is based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible

### Legal Framework

This policy reflects statutory safeguarding duties and obligations under the Equality Act 2010. The Trust recognises its responsibility to ensure that pupils with disabilities, medical conditions or developmental needs are not disadvantaged or discriminated against in accessing education.

Where the guide includes references to health and safety, staff should be aware that the Trust as employer carries the principal responsibility for compliance with the law.

This policy should be read in conjunction with the Trust's:

- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Equality and Diversity policies and duties under the Equality Act 2010

### **Definition of Intimate Care**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some learners are unable to do because of their young age, physical difficulties or other special needs.

Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of learners involved in intimate self-care or supporting or cleaning a child that requires additional support after unexpectedly soiling themselves. It also includes providing comfort and support for a distressed or grieving pupil

### **Parental Partnership and Consent**

Consortium Trust is committed to working in close partnership with parents/carers and relevant professionals.

- Written parental consent will be obtained before planned intimate care is undertaken on a regular basis.
- For pupils requiring ongoing support, a written Intimate Care Plan will be developed in consultation with parents/carers and, where appropriate, the child and relevant professionals.
- Intimate Care Plans will clearly set out roles, responsibilities, agreed procedures and arrangements for review.
- Plans will be reviewed regularly and updated in response to any change in need.

In the event of an unforeseen incident requiring immediate support (e.g. accidental soiling), staff will act in accordance with their duty of care and safeguarding responsibilities, and parents/carers will be informed as appropriate.

### **Roles and Responsibilities**

The Trust Board is responsible for approving and reviewing this policy and ensuring compliance with statutory safeguarding and equality duties.

Academy Heads and setting leaders are responsible for implementing this policy, appropriate procedures, ensuring appropriate staffing, facilities, training and monitoring arrangements are in place.

Staff must adhere to agreed care plans, maintain professional boundaries, keep accurate records and report any safeguarding concerns immediately.

Parents/carers are expected to work in partnership with the school, provide relevant information, give appropriate consent and engage in regular review of care arrangements.

### **Training**

Staff who provide intimate care will receive appropriate training, which may include:

- Safeguarding and professional boundaries
- Health and safety
- Manual handling (where required)
- Condition-specific or medical training

In Special Schools, intimate care procedures form part of the induction programme. Where hoisting or specialist manual handling is required, only staff who are trained and assessed as competent will undertake these duties.

Training records will be maintained locally, and refresher training will be provided at appropriate intervals. Intimate Care Plans and local procedures will be reviewed regularly to ensure they remain appropriate and effective.

#### **Detailed operating procedures**

The Nursery and EYFS, and Pupils with Complex SEN procedures will include:

- Intimate Care Plan templates and record-keeping arrangements
- Clear staffing roles and competency expectations
- PPE, hygiene and infection control procedures
- Individual and environmental risk assessments where required
- Regular review cycles for care plans and staff training

Consortium Trust is committed to ensuring that intimate care is delivered safely, sensitively and consistently across all settings. Through this overarching policy and the development of robust local procedures, the Trust seeks to safeguard pupils, uphold their dignity and promote their independence. This policy will be reviewed regularly to ensure it remains compliant with statutory requirements, including the Equality Act 2010, and reflects best practice in safeguarding and inclusive provision.

#### **Menstruation and Swimming**

An individual risk assessment will be undertaken where menstruation may affect participation in swimming activities. The assessment will consider factors such as comfort, hygiene, privacy, wellbeing, and the suitability of menstrual products to ensure safe and dignified participation.

## Document Control

### Changes History:

Version	Date	Amended By	Details of Change
2	31/07/2017	Tamsin Little	Added Intimate Care Record Form Proforma
3	11/05/2018	Tamsin Little	<ul style="list-style-type: none"> <li>6 removed section referring to best practice for administering medicines – replaced by new separate policy ‘Supporting Pupils with Medical Conditions’</li> <li>1.2 updated reference to ‘Supporting Pupils with Medical Conditions’ policy</li> <li>4.2 reduced wording (1)</li> <li>4.2 reduced wording (2) this now falls within the policy ‘Supporting Pupils with Medical Conditions’</li> <li>7 wording removed and wording further strengthening parental involvement/communication added</li> <li>8 removed wording which now falls within the policy ‘Supporting Pupils with Medical Conditions’</li> <li>10.4 removed hyperlink - no longer working</li> <li>13.1 removed wording which now falls within the policy ‘Supporting Pupils with Medical Conditions’</li> <li>15 removed sources of information as no longer relevant/up to date</li> <li>Removed Appendix 1 this now falls within the policy ‘Supporting Pupils with Medical Conditions’</li> </ul>
4	2019	Nigel Shaddick	Review only, no changes.
5	May 2020	Nigel Shaddick	Review only, no changes.
6	May 2022	Andrew Aalders-Dunthorne	<p>Routine review.</p> <p>Clarified references to nursery staff.</p> <p>Updated PPE guidance in line with operating procedures ‘Living with Covid’.</p> <p>Use of non-specific pronouns to identify gender.</p> <p>Updated Appendix 3: in line with Guidance for safer working practice for those working with children and young people in education settings (Feb 2022)</p>
7	May 2023	Kathy Brooke	Complete rewrite to ensure needs of pupils with complex needs in special settings are met – based on existing Warren School policy with some additions from version 6 above.
8	May 2024	Gemma Bucklee	Review, update to include reference to MyConcern
9	April 2026	Gemma Bucklee	Review with HoS EYFS, and Special Schools to create overarching policy. Localised procedures to be produced and shared.

**Approval:**

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	28/12/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	28/12/2016
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	13/06/2022
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	13/06/2022
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	13/07/2023
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	13/07/2023
Andrew Aalders-Dunthorne	CEO	Electronic signature	11/07/2024
Steve Martin	On behalf of the Trust Board	Electronic signature	11/07/2024
Andrew Aalders-Dunthorne	CEO	Electronic signature	14/05/2026
Steve Martin	On behalf of the Trust Board	Electronic signature	14/05/2026

This policy will be reviewed annually by Head of Service Inclusion or as required by changes in legislation.

At every review, this policy will be approved by Education & Learning Committee.

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