



Intimate Care Policy

September 2025

Date of Next Review: September 2026

Person Responsible: Mrs A Croft



Old Park School Intimate Care Policy

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

It also includes medical procedures undertaken by school staff such as emergency medication for epilepsy, testing of blood for diabetes and tube feeding. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and will require staff to be respectful of the pupil's needs. The pupil's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to pupils wherever possible.

Old Park School is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. Old Park School treat all pupils with respect when intimate care is given. No pupil should be attended to in a way that causes distress or pain.

Our approach to best practice

The management of all pupils with intimate care needs will be carefully planned. The pupil who requires intimate care is treated with respect at all times; the pupil's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so and have a duty to comply with school policies and procedures that may include:

- Safeguarding, including Guidance for Safer Working Practices
- Health and Safety
- Moving and Handling

- Positive Touch Policy
- Positive Behaviour and Relationships Policy
- Class information containing All About Me, health care plans, risk assessments and medical details.
- First Aid Policy

Staff must have regard to confidentiality of this information.

Staff are fully aware of best practice. Apparatus is provided to assist with pupils who need special arrangements following assessment from physiotherapist/ occupational therapist as required. Reminders for staff on hygiene routines have been placed in care rooms. Staff also have access to Pupil Handling Plans for hoisting pupils.

Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.

The pupil will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can, with a focus on promoting independence at all times.

Individual Intimate Care Management Plans (Appendix 1) are in place for the majority of pupils as appropriate to suit their circumstances. Each pupil's right to privacy will be respected and careful consideration will be given to each individual's situation to determine how many carers might need to be present when a pupil is toileted.

As far as possible other pupils should not be present when intimate care is being carried out, to maintain the dignity of the individual pupils. Staff should be responsive to pupils' reactions, and to be aware of and acknowledge signs of any apprehension, discomfort or disapproval.

It is important that staff should be as consistent as possible in the manner in which they provide intimate care. Staff should always allow adequate time to provide intimate care.

Intimate care arrangements will be discussed with parents/carers as needed and recorded on the pupil's Intimate Care Management Plan. The needs and wishes of pupils and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Matters concerning intimate care are communicated directly to parents/ carers through the confidential medium of the virtual diary. Any concerns or queries arising may also be communicated through personal contact during handover, by sealed letter, or by telephone call.

At Old Park School our policy for intimate care provides guidance and reassurance to staff. It safeguards the rights and well being of pupils, and assures parents/ carers that all staff are knowledgeable about intimate care and their individual concerns are taken into account.

Staff training needs in this area are carefully monitored. Induction programmes, supervision and training is provided for all staff involved, including staff on long term supply.

The Protection of Children

We follow the procedures set out by the Dudley Safeguarding Children's Board and take account of guidance issued by the DfE 'Keeping children safe in education' (2023). All staff are trained in Child Protection awareness and are alert to signs of abuse and their responsibility for referring any concerns to the designated person responsible for child protection.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to any of the Designated Safeguarding Leads within school.

The Care Environment

- Within phases staff have responsibility for effective organisation of bathroom stocks and equipment, with the support of the Site management team.

Reminders on hygiene routines are in place in all care rooms and these must always be adhered to. Staff should always wear protective gloves and aprons during intimate care routines and disinfect changing beds after use. All care rooms in which students receive intimate care should be clean, dry, warm and private. Pupils may provide their own intimate care hygienic materials.

Communicating with pupils

It is important to communicate at all times when pupils have the potential to feel vulnerable. Staff should communicate with pupils and give them reassurance where appropriate, but equally they should observe and listen. This will ensure the pupil is comfortable with the person, place and provision of intimate care.

Photographs, symbols, Objects of reference and words have been placed outside toilets and care rooms throughout the school, and are used as a communication tool.

Pupils will be aware of staff attitudes through their actions. They must not be made to feel that they are in any way being a nuisance, or that providing intimate care is a major effort.

Staff should where appropriate inform a pupil before handling a pupil's personal effects including their clothes and should make no comment to the pupil regarding soiled clothing but should remove it for washing.

As in all situations, it is important that staff do not talk about the pupil or unrelated personal matters over the pupil.

Confidentiality

Confidentiality of pupils' care needs must be observed at all times. Sensitive information about a child should only be shared with those who need to know.

Record Keeping

All pupils requiring intimate care have an Intimate Care Management Plan (Appendix 1), indicating the equipment, staffing and support needs for the individual. These are linked to the Pupil Handling Plans (PHP) and Agreed Behavior Support Plan (ABSP) as appropriate.

Class staff keep a record of all intimate care undertaken for individual pupils (Appendix 2), which are then routinely uploaded to CPOMs. These records monitor the date, times, staff involved and nature of the intimate care routine undertaken for each event.

Monitoring

The monitoring of this policy and its application, to be reviewed annually will be undertaken by:

Headteacher and Governors

All staff in their daily practice

Staff with line management responsibility

A.Croft April 2024

Appendix 1



INTIMATE CARE MANAGEMENT PLAN

Pupil Name Joe Bloggs		Class Ladybird	
Staff involved with my intimate care* A Croft- AHT C Read- AHT		Refer to (Highlight as Required) PHP ABSP	
I need help with (Highlight as Required) Full intimate care Sitting/standing at the toilet including use of specialist equipment Dressing and undressing Hygiene routines Managing my behaviour during this routine			
You will need the following equipment Sling – see my PHP My pads (Huggies Size 4) Wet wipes (Non-fragranced) Sudocrem (Check the date)	The most suitable toilets for me are Lower phase care room	Frequency On arrival into school daily 2.30pm daily	
Please communicate with me during my intimate care routine by Using the TaSSeLs sign for 'ready', 'toilet' Showing me the OoR for 'toilet'		I am learning to be more independent by Tolerating the wet wipe on my skin.	

Parent/Carer

Child (if appropriate)

Class Teacher/Key Worker

Date

Review Date

*There may be occasions where staff from other classes are needed to assist.

Appendix 2



Intimate Personal Care Record

Pupil Name:

Class:

Date Record

Started:

Date	Time in	Time Out	Staff Full Name	Comments (Code)

Code: Dry – D

Passed Urine – PU

Bowels Opened – BO

Changed Nappy/Pad – CN/CP