



Intimate Care Policy

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1. Introduction

This policy represents the agreed principles for intimate care throughout the schools.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

2. Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

3. Definition

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 children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence, changing for PE or swimming and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

4. Best Practice

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years. Staff will always encourage children to attempt undressing and dressing unaided. Mobile phones and cameras must not be taken into the changing area and are checked into a safe store before changing commences.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in Early Years). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate.

If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See Policy on Medicines)

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date: Parents/Carers MUST take note of any expiry date and be made aware it is their responsibility to ensure medicines are replaced promptly.

Medicines should be kept in a secure place usually in the medical cabinet, not accessible to pupils: but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available. Where medicine is regularly given to children as part of their routine care, this should be referenced on the intimate care plan and training should be provided and regularly reviewed.

Wetting and Soiling

If a child wets him/herself the child is encouraged to wash him/herself and change into a spare pair of pants. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is changed / cleaned. Where possible one child will be catered for by one adult, unless there is a sound reason for having two adults present. In Early Years if a child requires cleaning, the other adult in the room is alerted. One adult can provide cleaning of a child in the toilet area with the door open. This enables privacy for the child but the member of staff can be seen outside of the cubicle. The care is then recorded and a parent signs this at the end of the session.

Out of school trips, clubs etc.

Employees should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's/establishment's policy and all LA Guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips/ residential etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

On occasions (field trips/days out, etc.) some pupils might be short of funds and would be embarrassed or singled out if this were known. It would be acceptable for a member of staff to subsidise a child, provided that this was disclosed to colleagues.

Meetings with pupils away from the school premises where a chaperone will not be present are not permitted unless specific approval is obtained from the head teacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child.

If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk.

These should include:

- Ensure there is an agreed intimate care plan in place which has taken into account the views of staff and the pupil and has been shared with parents
- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Encourage the child to be as independent as possible using verbal instructions and encouragement to develop this
- Where possible support in ways that minimise physical contact – e.g. holding clothing for pupils to step into rather than putting items on them
- Ensure on each occasion the pupil is comfortable with the support being provided
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions
- Full training when giving regular medication as part of routine care.

Protection for children

All staff at **Spofforth & Follifoot Church of England Primary School** are DBS (enhanced) checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction. It is not appropriate for volunteers to carry out intimate care procedures.

5. Children with SEND

Some children with SEND may require intimate care beyond early years and throughout school. Where this is required, staff will meet with parents to write a personalised intimate care plan. Where possible, a named member of staff will be responsible for a child's intimate care.

Intimate Care Plan

<u>Name:</u>	<u>Date:</u>	<u>Class:</u>
<u>Name of support staff involved:</u>	<u>Date of record</u>	

Nature of intimate care required:	
Agreed procedures for administering the required care:	
Resources required (to be provided by the parent or carer):	
Support required	Frequency of support

Signed _____ Parents/ Carers

Signed _____ Member of Staff

Signed _____ Second Member of Staff

Signed _____ Child (if appropriate)

Permission for school to provide intimate care

Child's Full Name	
Male/ Female	
Date of Birth	
Parent/ Carer's Full Name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child.

I will advise the head teacher of any medical complaint my child may have which affects issues of intimate care

Signed _____

Full Name _____

Relationship to Child _____

Date _____