



## TCT INTIMATE CARE POLICY 2024/25

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## 1. Vision and Scope

At The Collegiate Trust, our mission is to collaborate to deliver an **Exceptional Education for All** and our schools share a common belief that this comprises an academically rigorous curriculum, the opportunities for pupils to engage in creative and cultural learning and the development of personal skills and qualities that will enable future success.

Our strong culture of ambition, focussed clearly on **PEOPLE** and **LEARNING**, ensures the best interests of all those in our communities are always at the heart of our decision-making.

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out a procedure to children's intimate personal areas. Children of any age might need intimate care either occasionally or on a regular basis. The type and level of care a child needs depends on a number of factors, including: age; stage of development; and whether the child has any disabilities, special educational or additional needs, or medical conditions.

Children have the right to:

- have the right to assistance that respects their privacy and dignity
- have the right to feel safe and comfortable with the adults providing their care
- should be encouraged to engage in the care procedure, know what's happening and give permission at each stage
- have their feelings about the care they receive recognised and respected
- should be encouraged and supported to work towards becoming independent where possible.

## 2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

It also complies with our funding agreement and articles of association.

## 3. Role of parents/carers

### 3.1 Seeking parental permission

**Include this if you have a high proportion of children who are not yet toilet trained:**

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

**All schools, include this:**

Where there isn't an intimate care plan **or parental consent for routine care** in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out in adherence with Section 5 to ensure the child is comfortable, and the school will inform parents/carers afterwards.

### **3.2 Creating an intimate care plan**

Where an intimate care plan is required, it will be signed and agreed between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See **Appendix 1** for a blank template plan to see what this will cover.

### **3.3 Sharing information**

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

## **4. Role of staff**

### **4.1 Which staff will be responsible**

Any roles who may carry out intimate care will have this set out in their job description. This includes [add in a list of relevant roles here, such as teaching assistants].

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

Whenever possible, children should have a consistent adult who is responsible for their intimate care. This helps give children continuity and protects their dignity.

### **4.2 How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed.

Staff will:

- Keep record keeping of intimate care in CPOMS – **see section 5.2**
- Follow the intimate care plan
- If acting solo for intimate care, make another member of staff aware before they proceed.

## 5. Intimate care procedures

### 5.1 How procedures will happen

It is best practice from a health and safety, and safeguarding perspective, to have 2 members of staff present. If it is not possible, state your protocol for carrying out checks with the member of staff once the procedure has taken place. It is important, where possible, to listen to the child's voice and to keep the staffing consistent.

Procedures will be carried out in [explain where in your school procedures will take place].

When carrying out procedures, the school will provide staff with:

Include a list of the equipment your school provides to staff, such as protective gloves, cleaning supplies, changing mats and bins.

Provided from home	Provided by School
<ol style="list-style-type: none"><li>1. Nappies/pull-ups</li><li>2. Wipes</li><li>3. Nappy Sacks</li><li>4. Spare clothes (including underwear)</li><li>5. Plastic bags for wet/soiled clothing</li></ol>	<ol style="list-style-type: none"><li>1. Disposable gloves and aprons</li><li>2. Clinical bin for disposal of nappies</li><li>3. Spare underwear</li><li>4. Antibacterial cleanser</li></ol>

Provided from home (Menstruation)	Provided by School
<ol style="list-style-type: none"><li>1. Sanitary wear</li><li>2. Wipes if appropriate</li><li>3. Spare clothes</li><li>4. Plastic bags for soiled clothing</li></ol>	<ol style="list-style-type: none"><li>1. Emergency sanitary pack</li><li>2. Disposable gloves</li><li>3. Clinical bin for disposal of pads</li><li>4. Antibacterial cleanser and hot water</li></ol>

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

### 5.2 Recording

When intimate care procedures have taken place, this will be recorded on CPOMS. As a minimum, this will include:

- Date
- Time
- Named members of staff present
- Location
- Description of care given

### 5.3 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the DSL – add name

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

## 6. Monitoring arrangements

This policy will be reviewed by [name and/or role] At every review, the policy will be approved by [the governing board / committee name / governor name / the headteacher].

There are no requirements about how you approve this policy, or how often you review it (though it should be revisited twice a year), so choose what works best for your school.

## 7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

List any other related policies and procedures that you have here – School to link

### **Appendix 1: template intimate care plan**

<b>PARENTS/CARERS</b>	
Name of child	
Year Group	
Type of intimate care needed	
How often care will be given and what resources will be needed.	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
<b>CHILD</b>	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

***This plan will be reviewed twice a year.***

Next review date:

To be reviewed by:

**Appendix 2: template parent/carer consent form**

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Year Group	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	