



Intimate Care Policy

Mission Statement

Botwell House Catholic Primary School is distinguished by the care, courtesy and concern extended to all its members, regardless of cultural differences and strives to follow the teachings of Jesus Christ to:

"Love one another as I have loved you"

Through an effective partnership between home, school and parish and through a broad and balanced curriculum, each valued individual is encouraged to grow in their journey of faith and strive towards excellence.

Botwell House Catholic Primary School seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her potential.

Current revision:	<u>26.03.2025</u>
Date for further revision:	<u>26.03.2027</u>
Delegated to:	FGB
Reviewed by:	-Kim Ramsay (Welfare Officer)
	-Francine Howard (Inclusion Manager)

1. Aims

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 children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children 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 which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

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

3. Role of parents

3.1. Role of parents:

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form on admission to the school. This will be reviewed annually.

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 (see section 3.2 below).

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 and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents 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 considered. If there's doubt whether the child can make an informed choice, their parents will be consulted.

The plan will be reviewed annually, 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 as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

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.

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 is 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, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

2 members of staff will always be present to undertake intimate care.

Procedures will be carried out in the Nursery toileting area for the Nursery children and in the welfare room for the older children.

When carrying out procedures, the school will provide staff with; non-latex gloves, disposable aprons, wipes, nappy sacks and will have access to a black bin, or an outside refuse bin for disposal.

For pupils needing routine intimate care, the school expects parents 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.

For pupils in Reception or Year 1 who occasionally wet or soil themselves, parents are asked to provide spare underwear, socks or tights and jogging bottoms for them to change into.

Welfare has a small stock of spare underwear and clothing, it will be expected that this is washed and returned for others to use.

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

5.2 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, using CPOMS immediately.

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 Welfare Officer.

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.

Every time intimate care is carried out, it should be used to help promote independence.

5.3 Record Keeping

Routine intimate care that is carried out, will be recorded in the child's personal care book, which is available for parents to see on request.

Occasional intimate care that is carried out by welfare staff is recorded in the welfare daily log and a message will be sent out to parents, via Class Dojo at the end of the day.

The records kept by welfare are used to identify any issues a child may have with toileting. These can show any medical condition, emotional problems or potential abuse.

6. Monitoring arrangements

This policy will be reviewed by The Welfare Officer supported by the Inclusion Manager every two years. At every review, the policy will be approved by the headteacher and shared with the Full Governing Board.

7. Links with other policies:

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN/D
- Supporting pupils with medical conditions
- First Aid

Appendix 1: template intimate care plan

PARENTS/CARERS			
Name of child		Class	
Type of intimate care needed			
How often care will be given			
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			
CHILD			
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 annually.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Name of parent/carer	
Class	
I give permission for the school to provide appropriate intimate care to my child. Changed if clothes soiled ☐ Changed soiled nappy/pull up ☐ Clean soiled intimate area ☐ Support with toileting ☐	
Notes...	
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)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). 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). 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.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Staff name	
Date	
Date for review (Annually)	