



# INTIMATE CARE POLICY

## 1. Purpose and Aims

At Uplands Manor Primary School, we are committed to ensuring that all pupils are safe, respected, and able to access education without barriers.

This policy sets out how intimate care is provided in a way that:

- Safeguards the **dignity, privacy, and rights** of all pupils
- Promotes **independence and inclusion**, in line with the SEND Code of Practice
- Ensures compliance with the **Equality Act 2010**, with no discrimination
- Protects children through robust **safeguarding and child protection procedures**
- Provides **clear guidance for staff** to work safely and professionally
- Reassures parents that care is delivered with **sensitivity, consistency, and transparency**

### Definition:

Intimate care includes any care involving washing, toileting, dressing, changing, or supporting hygiene needs, including in relation to personal or intimate body areas.

## 2. Legal and Statutory Framework

This policy is underpinned by:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice (0–25 years)
- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations
- Data Protection Act 2018 / UK GDPR

## 3. Principles of Good Practice

All intimate care will be delivered in accordance with the following principles:

- **Best interests of the child are paramount**
- **Respect for dignity and privacy at all times**
- **Encouragement of independence and self-care skills**
- **Clear communication with the child before and during care**
- **Care delivered by appropriately trained staff only**
- **Safeguarding vigilance at all times**

## 4. Partnership with Parents and Carers

### 4.1 Consent

- Parental consent must be obtained before routine intimate care is provided.
- Written consent forms are stored securely and reviewed regularly.
- Where urgent care is required to maintain dignity and wellbeing, staff will act in the child's best interests and inform parents as soon as possible.

### 4.2 Individual Intimate Care Plans

Where a pupil has ongoing or complex needs, an **Intimate Care Plan** will be developed which:

- Is co-produced with parents/carers, the pupil (where appropriate), and relevant professionals
- Clearly outlines:
  - Nature and frequency of care
  - Staffing arrangements
  - Resources required
  - Risk assessments and control measures

- Is reviewed **at least annually** or sooner if needs change

#### 4.3 Communication

- School and parents will share relevant information to ensure consistency of care
- Parents are expected to provide necessary resources (e.g. clothing, hygiene products)

### 5. Roles and Responsibilities

#### 5.1 Leadership and Accountability

- The SENCO has strategic oversight and ensures compliance, training and monitoring
- Safeguarding concerns are overseen by the **Designated Safeguarding Lead (DSL)**

#### 5.2 Staff Responsibilities

- Only staff identified in their role (e.g. LSAs, pastoral staff, SEN staff) will provide intimate care
- Staff cannot be required to undertake intimate care unless this is part of their role
- All staff must:
  - Hold an Enhanced DBS check with barred list check
  - Follow safeguarding procedures at all times
  - Maintain professional boundaries
  - Record care appropriately

### 6. Training and Professional Development

All staff providing intimate care will receive:

- Safeguarding training (including KCSIE updates)
- Specific training relevant to pupil needs
- Manual handling training where required
- Health and hygiene training

Staff are expected to seek further guidance where needed and escalate any concerns promptly.

### 7. Intimate Care Procedures

#### 7.1 Safe Practice

- Care will take place in **designated, appropriate facilities**
- The child's **privacy must be maintained**, while ensuring safeguarding
- Staff will:
  - Explain each step to the child
  - Gain verbal assent where possible
  - Encourage independence throughout
  - Use appropriate PPE (e.g. gloves, aprons)

#### 7.2 Staffing Arrangements

- There is no legal requirement for two staff; however:
  - Risk assessments will determine if additional staff are needed
  - Best practice considers safeguarding, dignity, and staff safety
- Staffing decisions will be clearly documented within care plans

#### 7.3 Equipment and Resources

School will provide:

- Appropriate PPE
- Hygiene and cleaning materials
- Safe disposal facilities

Parents are responsible for providing personal items (e.g. spare clothes, nappies, wipes).

#### 7.4 Recording

- All intimate care must be logged using the school's recording system
- Records must include:
  - Date, time, and nature of care

- Staff involved
- Any concerns or incidents
- Records are treated as confidential and stored securely

## 8. Safeguarding

All staff must remain vigilant to safeguarding concerns:

- Any marks, injuries or behavioural indicators must be reported immediately to the DSL
- Any incidents during care must be recorded and reported
- Allegations against staff will be managed in line with safeguarding procedures and KCSIE

### Key safeguarding principle:

Intimate care must **never** be used in a way that could cause harm, humiliation, or risk of abuse.

## 9. Equality, Inclusion and Pupil Voice

- Pupils will be supported in line with their **individual needs and rights**
- Cultural, religious, and personal preferences will be respected wherever possible
- Pupils will be **listened to and involved** in decisions about their care, appropriate to age and understanding

## 10. Monitoring, Evaluation and Governance

- This policy will be reviewed **annually** by the SENCO and approved by the Governing Body
- The impact will be monitored through:
  - Safeguarding audits
  - Staff training records
  - Feedback from pupils and parents
  - Incident and record monitoring

Leaders ensure that intimate care procedures are consistent, safe and dignified, enabling pupils with additional needs to access education confidently while safeguarding their wellbeing and promoting independence.

## 11. Linked Policies

- Safeguarding and Child Protection
- Health and Safety
- SEND Policy
- Supporting Pupils with Medical Conditions
- Accessibility Plan
- Behaviour Policy