



Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA

Headteacher: Mr Robert Staples BA (Hons)

Tel: (01438) 351053 Fax: (01438) 750116 E-mail: [admin@fairlands.herts.sch.uk](mailto:admin@fairlands.herts.sch.uk) [www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)

## POLICY STATEMENT

## INTIMATE CARE

APPROVED BY GOVERNORS	September 2023
TO BE REVIEWED BY	September 2024

# FAIRLANDS PRIMARY SCHOOL

## INTIMATE CARE POLICY

### STATEMENT OF INTENT

It is our intention to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff. Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas. The principles and procedures apply to everyone involved in the intimate care of children. Our 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 who require intimate care are not discriminated against, in line with the Equality 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.

### LEGISLATION AND STATUTORY GUIDANCE

This policy complies with [statutory safeguarding guidance](#) as stated in the DfE statutory guidance, Keeping children safe in education. It also complies with our funding agreement and articles of association.

### 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 (see Appendix 1).

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents.

Fairlands 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.

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.

### ROLE OF STAFF

All staff may carry out intimate care as stated in job descriptions.

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.

### ROLE OF GOVERNORS

To ensure there are appropriate toileting facilities to meet the needs of all their learners, including those with bladder and bowel health issues.

To ensure that sufficient staff are trained to meet the needs of their learners.

### CREATING AN INTIMATE CARE PLAN

Where an intimate care plan is required, it will be agreed in discussion between school staff, parents, the child (when possible) and any relevant health professionals (see Appendix 2).

Fairlands 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 taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed annually, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

## **TRAINING**

Staff will receive:

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

Staff will be familiar with:

- The control measures set out in risk assessments carried out by Fairlands and hygiene and health and safety procedures.

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

## **INTIMATE CARE PROCEDURES**

Intimate care may be carried out by one member of staff and they must inform another member of staff once they have completed the care. If the care is an invasive procedure, 2 members of staff must be present.

Procedures will be carried out in toilet areas and small garden provision rooms. Fairlands will provide changing mats, wipes, nappy bins and protective gloves for staff (which must be worn at all times when carrying out intimate care procedures).

For pupils needing routine intimate care, parents must provide a stock 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 at the end of the day.

## **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 immediately 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 year group's senior teacher.

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.

## **GUIDELINES FOR GOOD PRACTICE**

Providing intimate care counts as a reasonable adjustment for pupils who are not toilet trained, not able to use a toilet independently, or need other help with intimate tasks. This is because failing to do so would infringe upon those pupils' rights to access education due to a disability, under the [Equality Act 2010](#). All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs. Staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard children and staff.

- **Involve the child in the intimate care.**
- **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**
  - **Make sure practice in intimate care is consistent.**
    - **Be aware of your own limitations.**
  - **Promote positive self-esteem and body image.**
  - **If you have any concerns you must report them.**

## **MONITORING ARRANGEMENTS**

The senior teacher for the year group is responsible for monitoring that the care is being carried out according to the intimate care plan.

This policy will be reviewed by annually and ratified by the governing body.

## **LINKS WITH OTHER POLICIES**

This policy links to the following policies (all found on the school website <https://www.fairlands.herts.sch.uk/info/15-policies> or available as paper copies on request):

Equalities, Diversity & Inclusion Plan (incorporating Accessibility Plan)

Health and safety

Safeguarding

Special educational needs information report

Special educational needs policy

## **COMPLAINTS**

The details of how to make a complaint can be found in the Complaints Policy [https://fra1.digitaloceanspaces.com/fairlands-school-assets/system/downloads/attachment/187/Complaints\\_Policy - July 2023.pdf?1687440311](https://fra1.digitaloceanspaces.com/fairlands-school-assets/system/downloads/attachment/187/Complaints_Policy_-_July_2023.pdf?1687440311)

## **APPENDIX 1**

**PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE**

Name of child	
Date of birth	
Name of parent/carer	
Address	
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 my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be washed and change in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

**APPENDIX 2**

**INTIMATE CARE PLAN**

**PARENTS/CARERS**

Name of child	
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	