

TRADITIONAL VALUES, CONTEMPORARY ASPIRATIONS, CREATIVE CURIOSITY



Intimate Care Policy

Version 26/27

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Related Documents:	Accessibility plan Child protection and safeguarding Health and safety SEND Supporting pupils with medical conditions PSHE policy

1. Aims

This policy aims to ensure that Intimate care is carried out by properly trained staff, in line with agreed plans. It aims to ensure that all pupils are treated with dignity, respect and sensitivity while promoting their health, safety, wellbeing and independence.

Pupils who require intimate care are not discriminated against, (in line with the Equality Act 2010). The school recognises its duty to safeguard and promote the welfare of children and young people and will ensure that intimate care is provided in a safe, respectful and person-centred manner.

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 an invasive procedure to children's intimate personal areas

2. Legislation and statutory guidance

This policy complies with the Department for Education (DfE) statutory safeguarding guidance.

Legal information and recommendations to inform this policy have been taken from:

- Keeping Children Safe in Education
- Health and Safety at Work Act 1974
- Disability Discrimination Act 2005
- Disability Rights Commission – Code of Practice for Schools
- (DD Act 1995 as amended by the Special Educational Needs and Disability Act 2001)
- Equality Act (2010)
- Department of Health (2001) Good Practice in Continence Services Guidance for Safer Working Practise for Adults who work with Children and Young People (commissioned by DfES) 2007

3. Definition of Intimate Care

Intimate care includes any support involving:

- Washing or bathing
- Toileting
- Continence support
- Changing clothing following soiling
- Menstrual care
- Catheter or stoma care
- Assistance with personal hygiene
- Percutaneous Endoscopic Gastrostomy (PEG Feeding)
- Administration of certain emergency medical procedures

Intimate care may be required on a temporary or long-term basis.

4. Role of parents/carers

4.1 Seeking parental permission

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 consent form (if used), an intimate care plan (see appendix 1 for proforma) will be created in discussion with parents/carers (see section 4.2 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/carers 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/carers afterwards.

4.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion 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 considered. 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 annually even if no changes are necessary and updated whenever there are changes to a pupil's needs.

4.3 Sharing information

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

5. Staffing

5.1 Which staff will be responsible

Colleagues who may carry out intimate care will have this set out in their contract or job description.

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

All staff at Malet Lambert 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.
SENDSCO will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

5.2 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.

5.3 Moving and Handling

Some pupils are ambulant and able to transfer themselves onto a changing plinth but some will require assistance from support staff. Various equipment, for example, hoists, transfer slides or grab bars may be used under the direction of the adult/s. It is advised that staff involved with 'Moving and Handling' procedures should receive generic training from external agencies, for example, IPASS www.ipass@hullcc.gov.uk. Staff should have their skills updated at least every three years. Pupil specific information should be obtained from the professionals involved with the pupil e.g. physiotherapist, occupational therapist.

- Detailed information of the moving and handling procedures should be recorded and regularly reviewed.

The setting/school should identify the alternative staffing arrangements if the regular named member of staff is absent

6. Intimate care procedures

During toileting and any intimate care procedures Malet Lambert School will balance children's privacy with safeguarding and support needs.

6.1 All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, 1 member of staff will be present with each child except for circumstances where 2 members of staff are needed to:

- Safely handle a child who needs to be assisted
- Use equipment such as a hoist
- There is a known risk of false allegations by the pupil

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support. We will train 2-3 members of

staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also people known to the child.

The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parent/carers and pupil.

6.2 Arrangements

Procedures will mostly be carried out in The Physio Room (10225) where there is a designated changing area, toilet and cubicle. External support from Ipass will be sought to ensure the correct equipment is available

When carrying out procedures, the school will provide staff with: protective gloves, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects parents/carers to provide 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.

Instances of intimate care are recorded and logged.

Where instances arise and First Aid is administered it will be recorded and information kept centrally. Any relevant observations are reported to parents if required.

6.3 Out of School Trips, Clubs etc.

When school trips are being planned, the possibilities for children to be changed or cared for intimately, must be considered and all reasonable steps taken to include the child or young person in each activity. This must be demonstrated through the risk assessments for the school trip. External agencies such as IPaSS are able to provide advice for out of school visits, including a checklist of procedures to follow, if required.

6.4 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 Designated Safeguarding Lead

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.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified.

6.5 Management of menstrual care

Malet Lambert School will offer sensitive and practical information about:

- Where the sanitary products are
- How to use and dispose of correctly

Period products (sanitary pads and tampons) available to pupils can be found in the following locations: Pastoral Offices, SEND Office and the Physiotherapy Room.

Staff will not directly assist with the changing of sanitary products unless specifically requested by the child and agreed with parents/carers in an agreed care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE Curriculum.

Appendix 1 - Intimate Care Plan Proforma

 [Intimate Care Form Proforma](#)