



Broadmayne First School

Intimate Care Policy

Approved by:
Governing Body

Date: January 2025

Last reviewed on:

Date: January 2025

Next review due
by:

Date: January 2027



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Introduction

Intimate care is any care which involves washing, touching, or carrying out a procedure to private parts of the body.

It might include help with:

- washing
- toileting
- dressing
- changing nappies or continence pads
- managing periods

Most pupils can do this for themselves. But some pupils can't because of their:

- age
- physical and/ or mobility difficulties
- special educational needs or disability

Intimate care also includes supervision of pupils undertaking their own care. This might be where they need instructions or prompts from an adult.

It could also include swimming, physiotherapy and massage depending on the activity.

This is our policy for how we will manage intimate care for our pupils who need it. It is designed to safeguard pupils and staff.

Principles

We take our duties to safeguard and promote the welfare of our pupils seriously. Intimate care falls within this.

These duties are outlined in Section 175/157 of the Education Act 2002. In meeting these duties, we will adhere to [Keeping children safe in education](#) (Department for Education).

We are also mindful of our duties:

- to support pupils with medical conditions, in line with section 100 of the Children and Families Act 2014



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- not to discriminate against a pupil with a disability, in line with the Equality Act 2010

When undertaking intimate care, we will be mindful that every child or young person has the right to:

- be safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted in their care to the best of their abilities
- express their views on their care and to have such views considered
- care that is of high standard
- care that is as consistent as possible

We will also:

- work with parent and carers, and relevant professionals, to provide continuity of care and share information
- ensure that staff undertaking intimate care do so in a professional manner
- provide intimate care gently and sensitively; no pupil will be attended to in a way that causes distress or pain

Intimate Care Plans

Pupils who need regular intimate care will be provided with an Intimate Care Plan. This is a written document that explains:

- what intimate care tasks will be undertaken
- when this will happen
- where these will take place
- who will do this

It will be written with input from:

- the pupil (where possible)
- parents and carers
- school staff
- other relevant professionals, such as a specialist nurse or physiotherapist

We will write the Intimate Care Plan at a meeting. At this meeting we will also consider:

- any historical concerns, such as past abuse
- the religious views, beliefs and cultural values of the pupil and their family
- appropriate terminology for private parts of the body and bodily functions; noting that safeguarding and sex education guidance generally states this should be anatomically accurate



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- who will support the pupil and if this needs to be more than one person
- the health and safety of staff supporting the pupil and if moving and handling training is required

As far as possible, each pupil will have a choice about who supports them.

The Intimate Care Plan will be reviewed whenever there is a change in circumstances, and at least annually. A revised plan is likely to be required for school trips.

Some pupils with complex or long-term medical conditions will have an Individual Healthcare Plan (IHP) implemented by the school. If these pupils need intimate care, their IHP will take this into account. They will not usually require a separate Intimate Care Plan.

Some pupils may have a Moving and Handling Risk Assessment and Care Plan. This might be because they have mobility difficulties. If these pupils need intimate care, the arrangements will be set out in the Moving and Handling Care Plan. They will not usually require a separate Intimate Care Plan.

Medical procedures

Some pupils might need help with medical procedures such as:

- administering rectal medication
- managing catheters
- colostomy care

These procedures will be discussed with parents or carers and documented in the pupil's Individual Healthcare Plan.

They will only be carried out by staff who have been trained in these procedures.

Staff will follow infection control guidelines and ensure that any medical items are disposed of correctly. Soiled clothes will be double bagged and returned to parents or carers for washing.

Best practice

Pupils will do as much as they can for their own intimate care needs, considering their age and ability.

Where pupils need help with intimate care, it will normally be undertaken by one member of staff. This is in line with the [Guidance for safer working practice](#) (Safer Recruitment Consortium). But we will make sure that another appropriate adult is nearby, and visible or audible. Intimate care will only involve more than one member of staff where the Intimate Care Plan states this.



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Staff will use the pupil's preferred means of communication.

Staff will always explain or seek the pupil's permission before starting an intimate care procedure.

Staff undertaking intimate care will have training in:

- safeguarding
- disability awareness (relevant to the pupil)
- bladder and bowel care
- moving and handling (if necessary)

Staff will be aware of guidance on [preventing and controlling infections](#) (UK Health Security Agency). They will wear appropriate personal protective equipment (PPE), such as disposable gloves and aprons.

Staff will not carry a mobile phone, camera or similar item whilst providing intimate care.

Only employees of the school will undertake intimate care (not students or volunteers).

All staff will be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Record keeping

School staff will inform another member of staff when they are going to assist a pupil with intimate care on their own.

We will keep a record of all intimate care undertaken at school. Records will be brief but will include:

- date
- time
- what intimate care task(s) were undertaken
- any relevant comments, such as changes in the pupil's behaviour
- who undertook the care

Records will be kept in the child's file and are available to parents or carers on request.

If a pupil without an Intimate Care Plan wets or soils themselves whilst at school and they need help with intimate care, the parents or carers will be informed of this on the same day. This will be in person by telephone, or by sealed letter, not through the home/ school diary.



Child protection

We recognise that pupils with special educational needs and disabilities are vulnerable to all types of abuse. Staff will adhere to the school's child protection policy.

Intimate care involves risks for children and staff as it can involve touching private parts of a pupil's body. As such, best practice will be followed, and staff will be encouraged to:

- Always be vigilant
- seek advice where relevant
- take account of safer working practice

Pupils will be taught personal safety skills according to their age and level of understanding.

If a pupil becomes unusually distressed or unhappy about being cared for by a particular member of staff, this will be reported to the class teacher or Headteacher. The matter will be investigated, and outcomes recorded. Parents or carers will be contacted as soon as possible. Staffing schedules will be altered until the issue is resolved. The pupil's needs will remain of upmost importance. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, including a staff member, makes an allegation against an adult working at the school this will be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher). They will consult the Local Authority Designated Officer (LADO) for advice.

If a staff member has concerns about a pupil's presentation, they will report these to the Designated Safeguarding Lead (DSL) or Headteacher immediately. Concerns could include unexplained marks or bruises. A written record will be completed, and a referral will be made to Children's Services Social Care if appropriate.

Physiotherapy

School staff may be asked to support a pupil with their physiotherapy programme. This might include assisting the pupil to do stretches and exercises.

Staff will only do this where:

- the technique has been demonstrated by a physiotherapist
- a written programme has been provided

We will report any concerns about the programme or equipment issues to the physiotherapist.



Staff will not devise or carry out their own exercises or physiotherapy programmes.

Massage

Massage can be used with pupils who have complex needs to:

- develop sensory awareness
- increase tolerance to touch
- help them relax

Massage in school will only be performed on the:

- hands
- feet
- face

to safeguard both pupils and staff.

Massage will be undertaken by a suitably qualified or competent adult.

Emergencies

Staff who administer first aid will be trained in line with Local Authority guidance.

If a pupil requires examination of an intimate area of the body in an emergency, another adult will be present. But we will respect the pupil's right to privacy and dignity.

If a pupil experiences a life-threatening trauma/ bleed to an intimate area and no other member of staff is available, the first aider will apply pressure with a dressing pad whilst waiting for assistance. An examination will then be made when another member of staff is present.

All emergency actions of this nature will be documented following the incident.

Other policies and documents

This intimate care policy should be read alongside our:

- Child protection policy and procedures
- Staff discipline, conduct and grievance policy
- Supporting pupils at school with medical conditions policy
- Health and safety policy
- Special educational needs and disability (SEND) Information Report



It should also be read alongside [Supporting pupils at school with medical conditions](#) (Department for Education).

Appendix 1 - Intimate Care Plan



Children's Services

My Intimate Care Plan

Name		D.O.B.	
School/ setting		Class	

Plan developed by: Include all who took part and their role

Date of plan		Date to be reviewed (Annually or sooner if any changes)	
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What intimate care is needed? Consider toileting, washing and dressing

When is intimate care needed? What is a typical toileting pattern?

What can [name] do themselves? Can they indicate when they need intimate care?

What targets have been agreed to increase independence? Consider termly targets, no matter how small the participation
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What terms will we use?
Consider the words used for parts of the body or any items used during intimate care

How to communicate with [name]
Consider any special educational needs, use of communication aids (e.g. hearing aids, prompt cards or communication apps) and how child/ young person will indicate any needs or any concerns (including dislikes)

How will the intimate care be undertaken?
Outline the procedure that will be followed

What equipment is required?	
For example, potty chair or bath step	
Who will provide this?	

What sanitary products will be used?	
For example, continence pads, pull-ups, disposable wipes	
Who will provide these?	

What medical equipment or medication will be used?	
For example, catheters or creams	
Who will provide these?	

Where will the intimate care take place?
Be specific about area

Who will provide the intimate care?		
List the staff who will be, or could be, involved in providing intimate care (including back up arrangements)		
Name	Job/ role	Date trained (if applicable)



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Do staff require additional training to undertake the intimate care required?	Yes/ no (Delete as applicable)
If yes, please indicate who will provide this and how frequently it will be updated	

Special notes For example, use of reward scheme, attitude to be taken, guidance around drinking, return of soiled clothes

Who will explain this plan to [name] (if needed)? Name and role

Agreement		
Print name (representative of school/ setting)	Signature	Date
Print name (parent/ carer)	Signature	Date



Appendix 2 - Intimate Care Staff Training Record



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Intimate care and toileting - training record

This record reflects the training that should be completed by staff before undertaking intimate care in schools/ educational settings. It is recommended that this training is repeated every 2 years.

Training and reading	Tick when complete
Intimate care and toileting (training for schools and settings)	
The school's intimate care policy	
Top tips for moving and handling	
10 ways to reduce muscular skeletal injuries	
Using a changing table/ plinth (where a changing table/ plinth is required)	
Changing table/ plinth safety rail alert (FAQs) (where the changing table/ plinth has a safety rail)	
Children handling training - within the past 2 years (where the child/ young person has physical/ mobility difficulties)	

I confirm that I have completed/ read the above training documents.

I have understood the information in the above training, and I am aware of my responsibilities outlined within this.

I am also aware of who I need to contact within the school/ setting if I have any concerns about intimate care and toileting.

Signature:

Name:



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Date:

Note: If your school/ setting requires further support to understand the information provided within the intimate care training listed above, please contact the [Physical and Medical Needs Service](#).