



# Intimate Care Policy

## Introduction

Leverton Primary School is committed to ensuring that all staff responsible for the intimate care of children always undertake their duties in a professional manner.

We recognise there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment, or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of safeguarding issues. Staff will work in partnership with parents/carers to provide continuity of care.

## Definition

Intimate care is any care which involves washing, touching, or carrying out an invasive procedure to intimate personal areas. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures, only the staff suitably trained and assessed as competent should undertake the procedure (e.g., the administration of rectal diazepam).

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

## Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity are of paramount importance.

Staff who provide intimate care are fully aware of best practice and are trained to do so (including Child Protection and Health and Safety training in moving and handling). Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from the appropriate agencies.

It is essential that the adult who is going to change the child informs the teacher and/or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. However, in order to completely secure against any risk of allegation, a second member of staff may be present where resources allow.

Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes, such as the onset of puberty or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

The child will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.

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Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when a child needs help with intimate care. Where possible, one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents/carers will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

## **The Protection of Children**

Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents/carers do not co-operate with intimate care agreements concerns should be raised with the parents/carers in the first instance. A meeting may be called that could possibly include the health visitor and Headteacher to identify the areas of concern and how all present can address them. If these concerns continue there should be discussions with the school's Safeguarding Officer about the appropriate action to take to safeguard the welfare of the child.

If any member of staff has concerns about physical changes to a child's presentation, e.g., marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for safeguarding.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

The policy will be used by the whole staff and will be reviewed annually. It is linked to other policies and is available at all times should parents wish to read it.

This policy is linked to other school policies including:

SEND  
Supporting Children with Medical Conditions  
Health, Safety & Welfare  
Child Protection  
Behaviour Management  
Touch

## **Review and Revision**

The Governing Body will ensure that this Intimate Care Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

**Confirmation that the Intimate Care Policy in respect of Leverton Primary School has been discussed and formerly adopted at the Governing Body meeting on 5<sup>th</sup> February 2025.**