



# WELLSPRINGS PRIMARY SCHOOL

## Intimate Care Policy



This policy was adopted by the Governing Body December 2023  
Review: December 2026

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### **Rationale**

All children attending Squirrels Nursery and Wellsprings Primary School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects nursery and school.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines Policy.

### **Introduction**

Intimate care is any care which involves washing, touching or carrying out a procedure to private parts of the body. It might include helping with washing, toileting and dressing or continence care or menstrual management.

Most pupils can do this for themselves but some cannot because of their age, physical difficulties or special educational needs.

Intimate care also includes supervision of pupils involved in intimate self-care, if this is needed.

This is our policy for how we will manage intimate care for pupils<sup>1</sup> who need it.

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<sup>1</sup> References to 'pupils' includes all children and young people who attend this setting.

## **Principles**

We take our responsibility to safeguard and promote the welfare of our pupils seriously. Meeting a pupil's intimate care needs is part of this. We will adhere to Section 175/157 of the Education Act 2002 and the government guidance 'Keeping Children Safe in Education' to do this.

In line with the Equality Act 2010, we will not discriminate against a pupil with a disability. A person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

We will treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.

We will ensure that all staff undertaking intimate care will do so in a professional manner.

Each pupil will be treated as an individual and care will be given gently and sensitively.

Our staff will work closely with parent/carers and professionals to share information and provide continuity of care.

Pupils with complex or long term medical conditions will have an individual medical passport/plan provided by health care professionals. If such pupils need intimate care, their plan will take this policy into account.

## **Personal and Intimate Care Plan**

Pupils who need regular intimate care will have an:

- Personal and Intimate Care Plan Appendix 2

This is a written document that explains what will be done, when and by whom.

It will be written with input from the pupil (where possible), parents/carers, school staff and other professionals where appropriate. Ideally, the plan should be agreed at a meeting at which all key staff are present. Any historical concerns (where known) should be taken into account. The plan should be reviewed as necessary, but at least annually and at the time of change of circumstances e.g. residential trips. They should also take into account procedures for educational visit/day trips. If needed, we will agree appropriate terminology for private parts of the body and functions and note this in the plan.

The religious views, beliefs and cultural values of pupils and their families will be taken into account.

The child's right to privacy and modesty will be respected.

We will take into account safer working practice and make sure our processes are transparent.

## **Best practice**

Pupils will be supported to do as much as they can for their own intimate care needs, taking into account their age and ability.

The pupil's preferred means of communication will always be used.

School staff will always explain or seek the permission of the pupil before starting an intimate care procedure, according to the pupil's age and level of understanding.

Staff will be trained in personal care (e.g. safe moving and handling practice) according to the needs of the pupil.

Staff will be aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Staff will be supported to adapt how they support individual pupils when changes happen, such as the onset of puberty and menstruation.

Only employees of the school will support pupils with intimate care (not students or volunteers). They will have the usual range of safer recruitment checks, including enhanced DBS checks.

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

If necessary, advice will be taken from the Somerset County Council Procurement Department regarding disposal of large amounts of waste products.

## **Record keeping**

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

A written record will be kept every time a child has an invasive medical procedure, e.g. support with catheter usage. This will be kept in an agreed format.

Each learner that needs support with their personal hygiene should have a 'Personal and Intimate Care Plan' that has been shared and agreed by the parents.

Accurate records will be kept when a pupil receives support with their intimate care. These will be brief but will include date, time and any comments, such as changes in the child's behaviour. It will be clear who was present in every case.

Records will be kept in the child's file and are available to parents/carers on request. Appendix 1.

If a pupil without an Personal and Intimate Care Plan has an 'accident' whilst at school (e.g. wetting or soiling themselves) and they need help with intimate care, the parents/carers will be informed of this on the same day. This will be communicated in person or by telephone.

When starting our nursery settings parents will have opportunity to discuss any personal care their child made need. We work closely with families to support their child with toilet training.

## **Safeguarding**

We recognise that pupils with special educational needs or who are disabled are vulnerable to all types of abuse. The school's child protection policy will be adhered to.

Intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. As such, best practice will be followed and staff will be encouraged to be vigilant at all times, seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills according to their age and level of understanding.

Staff are trained on the signs and symptoms of child abuse which in line with Keeping Children Safe in Education.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress, etc; they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

## **Physiotherapy**

School staff may be asked to undertake a physiotherapy regime (such as assisting children with exercises).

School staff must only do this once the technique has been demonstrated by a physiotherapist and guidance provided. The physiotherapist will observe the member of staff undertaking the exercises. These will be recorded in the pupil's support plan and reviewed regularly.

Any concerns about the regime or any failure in equipment will be reported to the physiotherapist.

## **Medical procedures**

Pupils who are disabled might need help with medical procedures such as the administration of rectal medication, managing catheters or colostomy bags.

These procedures will be discussed with parents/carers and documented in the pupil's individual medical care plan.

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

Staff will follow infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid will be trained in accordance with Local Authority guidance. If a pupil needs examining in an emergency aid situation, it is best to have another adult present, whilst respecting the child's privacy and dignity.

## **Other policies and documents**

This intimate care policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct and Guidance on Safer Working Practice
- 'Whistle-Blowing' and Allegations Management Policies
- Supporting Pupils at School with Medical Conditions Policy
- Health and Safety Policy and Procedures
- Special Educational Needs and Disability Policy.

It should also be read alongside the:

- DfE guidance 'Supporting pupils at school with medical conditions'

**Record of Intimate Care**

Name:

Date	Time	U=Urine, S=Soiled, O=Other	Comment	Adults Initials



**Squirrels Nursery  
Wellsprings Primary School**



**Personal and Intimate Care Plan**

**Pupil's Name:**

**Date of Birth:**

**Support Staff involved in care:**

<b>Area of Need</b>
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<b>Which toilet(s) have facilities?</b>
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<b>Equipment required</b>
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<b>What is required of Personal Assistant?</b>	<b>When</b>



