



South  
Nottinghamshire  
Academy

## **South Nottinghamshire Academy – Intimate Care Policy**

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|------------------------------|-----------------------------------------------------------------------------------------------|
| Approving Body               | Governing Body                                                                                |
| Date Approved                | 18/06/2025                                                                                    |
| Version                      | 1.3                                                                                           |
| Supersedes Version           | 1.2                                                                                           |
| Review Date                  | Annually or as needed<br>Last reviewed September 2026                                         |
| Legislation                  | Health and Safety at Work Act 1974<br>KCSIE<br><br>Keeping Children Safe in Education<br>2026 |
| Further Information/Guidance | SEND Policy                                                                                   |

## **1. Introduction**

South Nottinghamshire Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

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

## **2. Legal Framework**

2.1 This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE 'Keeping children safe in education'

2.2. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy

## **3. Definition**

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

## **4. Our Approach to Best Practice**

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

Staff who provide intimate care should all undergo child protection training and be fully aware of this policy and best practice for the needs of the pupils they are supporting. All staff involved with the transfer of pupils with mobility issues will complete manual handling training. Further intimate care training can be requested. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes such as the onset of puberty and menstruation. Wherever possible, staff involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional 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. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for those who require it as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Wherever possible one child will be catered for by one adult, unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, because of a lack of suitably trained male staff

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

## **5. Safeguarding**

5.1. Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to.

5.2. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguarding Lead.

5.3. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

5.4. If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.

5.5. Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

5.6. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.

5.7. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

5.8. Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care.

5.9. All staff will be required to confirm that they have read and understood the school policy for clarification of practices and procedures.

## **6. School Responsibilities**

- 6.1. If a child has multi-agency involvement, arrangements will be made to discuss the personal care needs of the pupil under their care prior to them attending the school.
- 6.2. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- 6.3. In liaison with the pupil and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- 6.4. Regular consultations will be arranged with all parents and pupils regarding toilet facilities.
- 6.5. The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- 6.6. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
- 6.7. Any pupil with wet or soiled clothing will be assisted as necessary and will be given spare clothing, incontinence pads, etc., as provided by the parents.
- 6.8. Members of staff will react to intimate care needs in a calm and sympathetic manner.
- 6.9. Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff.
- 6.10 PPE provided by the school will be used by staff when carrying out intimate care.
- 6.11. A minimum number of changes will be agreed.
- 6.12. The family's cultural practices will always be taken into account for cases of intimate care.
- 6.13. Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- 6.14. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

## **7. Parental Responsibilities**

- 7.1. Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- 7.2. Parents will provide spare incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- 7.3. A copy of this policy will be read by parents to ensure that they understand the policies and procedures surrounding intimate care.
- 7.4. Parents will inform the school should their child have any marks/rashes.
- 7.5. Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.