



Excalibur Academies Trust
Intimate Care Policy

Date of approval	June 2024
Approved by	Head of Safeguarding & Wellbeing
Review date	June 2027



Contents

1. Aims.....	1
2. Legislation and statutory guidance	1
3. Role of parents.....	1
4. Role of staff.....	2
5. Intimate care procedures	2
6. Monitoring arrangements.....	5
7. Links with other policies.....	5
Appendix 1: template intimate care plan	6
Appendix 2: template parent/carers consent form	7



1. Aims

1.1 This policy aims to ensure that:

1.1.1 Intimate care is carried out properly by staff, in line with any agreed plans.

1.1.2 The dignity, rights and wellbeing of children are safeguarded.

1.1.3 Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010.

1.1.4 Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.

1.1.5 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.

1.2 Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

2.1 This policy complies with [statutory safeguarding guidance](#).

3. Role of parents

3.1 Seeking parental permission

3.1.1 For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

3.1.2 For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

3.1.3 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.

3.1.4 If the school is unable to get in touch with parents 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 afterwards.

3.2 Creating an intimate care plan

3.2.1 Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

3.2.2 The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.



3.2.3 Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

3.2.4 The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

3.2.5 See appendix I for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

4.1.1. Staff who are required to carry out intimate care will be asked first if they are willing to undertake the responsibility. Once agreed staff will sign the intimate care plan for the child

4.2 How staff will be trained

4.2.1 Staff will receive:

4.2.1.1 Training in specific types of intimate care they undertake other than nappy changing or cleaning after soiling.

4.2.1.2 Regular safeguarding training.

4.2.1.3 If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible.

4.2.2 They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's



body which could be regarded as intimate. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See Policy on First Aid and Medical Needs)

If it is necessary for a child to receive medicine during the academy day, parents must fill out a permission form from the academy office and discuss their child's needs with a member of staff before the academy agrees to administer medicines or medical care.

Wherever possible, medication should be given out of school hours e.g. antibiotics. Aspirin will only be given to a child when it has been prescribed.

Children who require regular medication during the day will have an Individual Care Plan written by the School Nursing Team.

Please see First Aid and Medical Needs Policy for detailed information.

Soiling

If a child requires regular intimate care, a parental consent form is completed and a plan is written with parents. Staff will avoid carrying out intimate care tasks on their own. If this does happen, the member of staff will always ensure that another member of staff knows where they are and what task they are carrying out. The child will be added to the academy's Intimate Care Register, via a referral to the School Nursing Team.

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in Early Years may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix I).

If a parent does not give consent, the academy will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive; an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the academy seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted, the Principal will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child. When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.



If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions.

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Liden Academy are DBS checked on application and cannot undertake tasks within the academy until all checks are completed satisfactorily.

The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

Personal and professional references are also required and unsuitable candidates are not permitted to work within the academy.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers or students to carry out intimate care procedures.



- 5.1.1 For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.
- 5.1.2 Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

6. Monitoring arrangements

This policy will be reviewed by SENDCO and DSL, annually. At every review, the policy will be approved by the principal. Links with other policies

- 6.1 This policy links to the following policies and procedures:
 - 6.1.1 Accessibility plan.
 - 6.1.2 Child protection and safeguarding.
 - 6.1.3 Health and safety.
 - 6.1.4 SEND.
 - 6.1.5 Supporting pupils with medical conditions.



Appendix I: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed annually.

Next review date:

To be reviewed by:



Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	