Christ Church CoE Primary School

School Policy Document

INTIMATE CARE POLICY

Date Written	August 2026
Date Approved by Full Governing Body	October 2026
Date of Next Review	Summer 2027

Christ Church CoE Primary School

Intimate Care Policy

This policy was formulated to meet the requirements of the Equality Act 2010.
The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

Together, we flourish.

1. Statement of Intent

Christ Church CofE Primary School is committed to ensuring that all children are treated with dignity, respect and sensitivity when receiving personal or intimate care. The school recognises that some pupils may require support with toileting, hygiene, dressing, continence, menstruation, medical procedures or other personal care needs in order to access education safely and effectively.

The school is committed to safeguarding and promoting the welfare of all children and ensuring that intimate care arrangements protect the rights, privacy, safety and wellbeing of pupils whilst also supporting staff.
This policy applies to all staff involved in providing personal or intimate care and should be read alongside the school's:

- Safeguarding and Child Protection Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Behaviour Policy
- Staff Code of Conduct
- Data Protection and Records Management Policy

2. Legislative Framework

This policy is informed by:

- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice: 0-25 Years (2015)
- Keeping Children Safe in Education (current edition)

- Working Together to Safeguard Children (current edition)
- Health and Safety at Work etc. Act 1974
- Manual Handling Operations Regulations 1992
- UK GDPR
- Data Protection Act 2018
- Human Rights Act 1998
- United Nations Convention on the Rights of the Child (UNCRC)
- Supporting Pupils at School with Medical Conditions (DfE)

The Governing Body recognises its duties under the Equality Act 2010 to make reasonable adjustments so that disabled pupils are not placed at a substantial disadvantage compared with their peers.

3. Principles

The school believes that:

- Every child has the right to dignity and privacy.
- Every child has the right to be safe.
- Every child has the right to be treated with respect.
- Every child has the right to have their views considered.
- Every child has the right to participate as fully as possible in school life.
- Intimate care should promote independence wherever possible.
- Staff should work in partnership with parents, carers and relevant professionals.

All intimate care will be carried out in a way that preserves the pupil's dignity, self-esteem and comfort.

4. Definitions

Personal Care
Personal care includes support that may involve physical contact but does not normally involve intimate areas of the body.
Examples include:

- Feeding
- Assisting with medication
- Hair care
- Dressing and undressing outer clothing
- Washing hands and face
- Skin care
- Mobility support
- Prompting and support to use the toilet

Intimate Care
Intimate care involves direct or indirect care of intimate areas of the body or support with bodily functions.
Examples include:

- Changing nappies or continence products
- Assisting with toileting
- Washing intimate body areas
- Menstrual care
- Catheter care
- Administration of prescribed rectal medication
- Assistance with clothing involving underwear

5. The Voice of the Child

The wishes and feelings of the child will be considered at all times, taking into account their age, understanding and communication needs.
Staff will:

- Explain what support is being provided.
- Seek consent wherever possible.
- Use age-appropriate language.
- Respect personal boundaries.
- Encourage independence.

Christ Church will use correct anatomical terminology when referring to body parts.

6. Partnership with Parents and Carers

Parents and carers will be involved in planning intimate care arrangements wherever possible. Written consent will be obtained for routine intimate care and reviewed at least annually.
Parents will be consulted regarding:

- Care procedures
- Cultural or religious requirements
- Medical needs
- Equipment requirements
- Expected levels of independence

Regular communication will be maintained where appropriate. Confidential information will only be shared on a need-to-know basis in accordance with UK GDPR and the Data Protection Act 2018.

7. Safeguarding

The school recognises that children with disabilities and additional needs may be more vulnerable to abuse and exploitation. Staff must remain vigilant to any signs of harm or inappropriate practice.

All staff involved in intimate care must:

- Read and follow current safeguarding guidance.
- Attend safeguarding training.
- Report concerns immediately to the Designated Safeguarding Lead (DSL).

- Follow whistleblowing procedures where necessary.

Any disclosure made during intimate care will be dealt with in accordance with the Child Protection Policy.

Allegations against staff will be managed in accordance with Keeping Children Safe in Education and Local Authority Designated Officer (LADO) procedures.

8. Staffing Arrangements

The school will allocate appropriately trained members of staff to deliver intimate care.

When planning staffing arrangements, consideration will be given to:

- The child's wishes
- Cultural and religious considerations
- Safeguarding requirements
- Medical needs
- Risk assessments
- Staff competence and training

The school will avoid rigid gender-based arrangements and instead undertake an individual risk assessment to determine the most appropriate staffing support for each pupil. Where a risk assessment identifies increased safeguarding concerns, two members of staff may be required. This may involve one member of staff providing care whilst another remains nearby and able to observe or hear the interaction.

9. Health and Safety

The school will comply with all relevant health and safety legislation.
Staff will:

- Use appropriate personal protective equipment (PPE).
- Follow infection prevention and control guidance.
- Wash and sanitise hands before and after procedures.
- Safely dispose of waste and contaminated materials.
- Follow approved moving and handling procedures.

Where lifting, transfers or physical assistance are required, a moving and handling risk assessment and plan will be completed.

10. Intimate Care Plans

Any child requiring regular intimate care will have an Individual Intimate Care Plan.
Plans will include:

- Pupil details
- Medical information
- Level of independence

- Communication method
- Staffing arrangements
- Equipment required
- Emergency procedures
- Risk assessments
- Parental consent
- Review arrangements

Plans will be reviewed:

- At least annually
- Following any significant incident
- Following changes in need
- When requested by parents or professionals

Intimate care plans may form part of an EHCP, Individual Healthcare Plan or wider SEND documentation.

11. Training

The Headteacher will ensure that staff receive appropriate training before undertaking intimate care duties.

Training may include:

- Safeguarding
- Manual handling
- Continence support
- Infection control
- Medical procedures
- Administration of medication
- Behaviour support

Training records will be maintained and reviewed regularly.

12. Record Keeping

The school will maintain secure records relating to intimate care where appropriate. Records may include:

- Care plans
- Risk assessments
- Parental consent
- Training records
- Significant incidents
- Safeguarding concerns
- Refusal of care
- Accidents or injuries

Records will be stored securely and processed in accordance with UK GDPR and the Data Protection Act 2018.

13. Complaints

Any concerns relating to intimate care should be raised promptly with the Headteacher or SENDCo.

Concerns will be investigated in accordance with:

- School Complaints Procedure
- Safeguarding Procedures
- Staff Conduct Procedures

Children will be supported to express concerns and will be listened to appropriately.

14. Monitoring and Review

The Governing Body will review this policy annually or sooner if:

- Legislation changes.
- Statutory guidance is updated.
- An incident highlights the need for amendment.
- Local Authority guidance changes

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Intimate Care & Health Needs Assessment and Plan

Pupil	
Date of Birth	
Class Name / Tutor Group	
SEN Primary Need (if applicable)	
Medical Diagnosis or Condition	
Date completed	
Completed by	
Review Date (at least every 12 months)	

Contact Information

Contact 1		**Contact 2**	
Name		Name	
Relationship to Child		Relationship to Child:	
Phone No.		Phone No.	
Alternative Phone No.		Alternative Phone No.	
Clinic / Hospital Contact		**GP**	
Name		Name	
Phone No.		Phone No.	

Child's preferred method of communication	
Does the child have any relevant allergies or sensitivity?	
Does the child require assistance with mobility or transfers?	
Does the child have any Religious or Cultural needs?	

OVERVIEW OF NEEDS

Procedure			Named / trained staff
Eating and drinking	Assistance required at mealtimes		
	Supervised at mealtimes		
	Nasal Gastric tube feed		
	Gastrostomy feed		
	Continuous pump feed		
	Periodic pump feed		
	Manual feed		
	Other specialist feed.		
Airways/suction	Oral		
	Tracheotomy		
Medication: Emergency and/or Routine	Epipen		
	Oral		
	Rectal e.g. diazepam, ACE procedure		
	Suppository		
	Supervised medication		
	Administered		
	Supervised		
	Dressings		
Toileting	Rectal procedure e.g. enema		
	Catheterisation		
	Supervised catheterisation		
	Pad change (day and/or night)		
	Menstruation		
	Assistance with toileting		
	Supervised toileting		
Personal Care	Washing		
	Showering		
	Dressing		
	Cleaning e.g. gastrostomy site		
	Teeth		
	Shaving		
	Hair / styling		
	Lotions/creams		
Behavioural	Social/emotional		
	Sexual awareness		

ARRANGEMENTS

PERSONAL & INTIMATE CARE - Safe System of Work			
NEEDS / SYMPTOMS:			
DAILY CARE REQUIREMENT / SUMMARY: e.g. toileting/changing			
Pupil's Level of Ability: Circle/underline/delete from boxes below as appropriate			
Independent	Independent /supervised	Partially assisted 2 carers	Fully assisted by 2/3 carers
Environment Required: e.g. adapted/disabled bathroom, medical room, dining room			
Equipment Required: e.g. gloves, apron, wipes etc N.B. If creams / gels or medical equipment are required these must be prescribed and specified by parents and the correct forms completed for staff to administer			
Detailed Description of Procedure This must be written from the pupil's perspective and must include: Clear guidance regarding the pupil's involvement, (including ability and expectations), Clear instructions for each carer involved with the procedure, Age appropriate language			
What Constitutes an Emergency / who is responsible for their care			
What follow-up Care is Needed			
Date assessed			

Assessors signature	
Parent/carer signature	
Proposed review date	

Compliance Checklist

□ Written parental consent obtained
□ Risk assessment completed (if necessary)
□ Moving and handling assessment completed (if necessary)
□ Medical plan linked (if necessary)
□ EHCP link identified (if necessary)
□ Staff training checked (if necessary)
□ Emergency procedures agreed
□ Data protection requirements considered
□ Review date recorded