CROW ORCHARD

Primary School and Nursery

Intimate Care Policy

Policy Lead	Miss J Hollings HT
Individual Intimate Care Plan Lead	Miss E Baron SENDCO
Agreed by Governing Body	September 2025
Next review	September 2028 or sooner if guidance changes.

'We learn with love, grow with purpose and stand strong through every challenge'. At Crow Orchard, we want *every* child to feel known, safe, valued and inspired. We are a *family* that supports and nurtures each other, celebrates learning and believes that every child can thrive.

This policy is underpinned by our core values of **Love, Growth, and Strength**, which guide every aspect of our practice:

Linked policies: Safeguarding & Child Protection Policy, SEND Policy, Health & Safety Policy, Positive Behaviour and Attitudes Policy, Equality Policy

1. Purpose

This policy sets out how [School name] provides intimate care for pupils in a way that:

- Safeguards children and staff
- Respects the dignity, privacy and independence of pupils
- Meets individual needs sensitively and appropriately
- Complies with Department for Education guidance and Lancashire County Council procedures

Intimate care is recognised as a necessary support for some pupils and is always carried out in the best interests of the child.

2. Definition of intimate care

Intimate care is defined as care that involves assisting a pupil with:

- Toileting (including cleaning after accidents)
- Changing clothes due to soiling, wetting or illness
- Nappy changing or continence care
- Menstrual care
- Personal hygiene where required for health, comfort or dignity

Intimate care does **not** include first aid or assistance with medical procedures covered by separate policies.

3. Legal and statutory framework

This policy is informed by:

- *Keeping Children Safe in Education* (DfE)
- *Working Together to Safeguard Children*
- Equality Act 2010
- Education Act 1996
- Lancashire County Council guidance on intimate care and safeguarding in schools

4. Principles of intimate care

Intimate care at [School name] is guided by the following principles:

- **Safeguarding first:** Intimate care is a safeguarding issue and procedures must protect both pupils and staff.
- **Dignity and respect:** Pupils will be treated with dignity, respect and sensitivity at all times.
- **Independence:** Pupils will be supported to develop independence in personal care wherever possible.
- **Privacy:** Care will be carried out in a private, safe and appropriate environment.

- **Partnership with parents:** Parents/carers will be fully informed and involved.
- **Consistency:** Care will be provided by familiar, trained staff wherever possible.

5. Roles and responsibilities

- **Governing Body**

  - Ensure the school has an up-to-date Intimate Care Policy.
  - Ensure safeguarding procedures are robust and followed.

- **Headteacher**

  - Ensure this policy is implemented consistently.
  - Ensure staff receive appropriate training and support.
  - Ensure suitable facilities and resources are available.

- **Designated Safeguarding Lead (DSL)**

  - Provide oversight of intimate care as a safeguarding matter.
  - Respond to any concerns or allegations arising from intimate care.
  - Ensure concerns are recorded and acted upon appropriately.

- **Staff providing intimate care**

  - Follow this policy and agreed care plans.
  - Treat pupils with dignity and respect.
  - Report any concerns immediately to the DSL.
  - Record care provided where required.

6. Pupils requiring intimate care

Intimate care may be required by pupils:

- With SEND or medical needs
- Who are developmentally young
- Who have temporary needs due to illness or accidents

No pupil will be excluded or treated less favourably because they require intimate care.

7. Individual Intimate Care Plans

Where a pupil requires regular or ongoing intimate care, an **Individual Intimate Care Plan** will be created in partnership with parents/carers and, where appropriate, the pupil.

The plan will include:

- The pupil's specific needs
- Agreed procedures
- Preferred staff (where possible)
- Any medical or cultural considerations
- Equipment or resources required
- Arrangements for recording care
- Review dates

Care plans will be reviewed regularly and updated as needed.

8. Consent and partnership with parents

- Written consent will be obtained from parents/carers before providing regular intimate care.
- Parents will be informed of the school's procedures for managing occasional accidents.
- Parents will be contacted where appropriate following an incident of intimate care (e.g. changing after an accident).

9. Staffing and safeguarding arrangements

- Intimate care will normally be carried out by **two adults present or nearby**, wherever possible, to safeguard both pupil and staff.
- Where one-to-one care is unavoidable, this will be risk-assessed and agreed in advance.
- Staff will not undertake intimate care unless they have received appropriate guidance and training.
- Staff must not carry out intimate care if they feel uncomfortable; concerns must be raised immediately.

10. Facilities and hygiene

- Intimate care will take place in designated, private areas with appropriate facilities.
- Gloves and protective equipment will be used where necessary.
- Soiled clothing will be handled hygienically and sent home discreetly.
- All equipment will be cleaned and disposed of appropriately.

11. Supporting dignity and emotional wellbeing

- Pupils will be spoken to respectfully and reassured throughout.
- Pupils will be encouraged to do as much for themselves as possible.
- Care will be age-appropriate and sensitive to cultural and personal needs.
- Pupils will never be left in soiled clothing or made to feel embarrassed.

12. Recording and reporting

- Where appropriate, intimate care will be recorded in line with school procedures.
- Any concerns about a pupil's physical or emotional wellbeing must be reported to the DSL.
- Any allegations or safeguarding concerns will be managed in line with the school's safeguarding procedures.

13. Allegations or concerns

- Any allegation or concern arising from intimate care will be taken seriously.
- The school will follow statutory safeguarding procedures.
- Staff are protected by adhering strictly to this policy and agreed care plans.

14. Equality and inclusion

- This policy supports the school's duties under the Equality Act 2010.
- Reasonable adjustments will be made to ensure all pupils can access education fully.
- Pupils requiring intimate care will not be excluded from activities or trips.

15. Training and support

- Staff involved in intimate care will receive appropriate training and guidance.
- Ongoing support will be provided by senior leaders and the DSL.

16. Review

This policy will be reviewed annually or sooner if DfE or Lancashire guidance changes.