

GREAT SANKEY PRIMARY SCHOOL



Together We Learn and Grow

INTIMATE CARE POLICY

Version	Date	Action
1	Oct 2020	New policy introduced following NSPCC Safeguarding audit.
2	Sept 2022	Reviewed
3	Sep 2024	Reviewed, no amendments required
4	July 2026	Reviewed, no amendments required

INTRODUCTION

Great Sankey Primary's Intimate Care Policy has been developed to safeguard children and adults. They apply to everyone involved in the intimate care of our pupils.

The school takes seriously its responsibility to safeguard and promote the welfare of the children in our care.

DEFINITION OF INTIMATE CARE

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise the school of the intimate care needs of their child, and school has a responsibility to work in partnership with children and parents.

Intimate care can include:

- feeding
- oral care
- washing
- dressing/undressing
- toileting
- menstrual care
- photographs
- treatments such as enemas, suppositories, enteral feeds
- catheter and stoma care
- supervision of a child involved in intimate self-care

PRINCIPLES OF INTIMATE CARE

The following are the principles upon which our policy is based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best

of their abilities.

- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible

SCHOOL RESPONSIBILITIES

- The school will ensure that all members of staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy.
- All members of staff will be trained in the specific types of intimate care that they carry out and fully understand the policy within the context of their work.
- Intimate care arrangements will be agreed by the school, parents/carers and child (if appropriate) and staff will not undertake any aspect of intimate care that has not been agreed.
- Intimate care arrangements will be recorded on CPOMS (if necessary) and a consent form signed by the parents/carers and child (if appropriate).
- The school will make provisions for emergencies, e.g. a member of staff on sick leave, and ensure that another trained member of staff will be available to undertake specific intimate care tasks where possible. If this is not possible, the parents/carers will be informed.
- Intimate care arrangements will be reviewed at the end of every term. The views of all relevant parties, including the child (if appropriate), will be sought and considered to inform future arrangements.
- If a member of staff has concerns about a colleague's intimate care practice they must report this to the Designated teacher for Safeguarding and Child Protection, in accordance with the school's Safeguarding and Child Protection Policy.

INTIMATE CARE PROCEDURES

All children have the right to be safe and to be treated with dignity and respect. Our procedures are designed to safeguard children and members of staff.

- We will encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent, we will talk to them about what is going to be done and give them choice where possible. We will check out our practice by asking the parents/carers any likes and/or dislikes while carrying out intimate care and obtain consent.
- We will treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation. Careful consideration will be given to individual situations to determine how many members of staff should be present during intimate care procedures. Generally, one pupil will be cared for by one member of staff unless there is a sound reason for having more adults present, for example, the activity requires two persons for the greater comfort or safety of the child or the child prefers two adults.
- We will make sure our practice in intimate care is consistent. As a child can have different carers, a consistent approach to care is essential and we will work closely with parents/carers and outside agencies to ensure this is the case.
- Members of staff will only carry out care activities they understand and feel competent and confident to carry out. Certain procedures will only be carried out by staff who have been formally trained and assessed.
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information will be treated as confidential and communicated in person.
- If a member of staff observes any unusual markings, discolourations or swelling on the child's body, including the genital area, they will report this immediately to the Designated Teacher for Safeguarding and Child Protection in accordance with the school's Safeguarding and Child Protection Policy.
- If a child becomes distressed or unhappy during intimate care, the member of staff will reassure the child, ensure their safety and report the incident immediately to the Designated Teacher for Safeguarding and Child Protection. Parents/carers will be informed about any concerns.

Policy Updated: September 2024

To be Reviewed: September 2026

