

Tottington Primary School



Intimate Care Policy

Mission Statement

At Tottington Primary School we believe that:

- Everyone is different and everyone is special
- Everyone should be encouraged to aim high
- Learning should be rewarding, exciting and fun
- We should be proud of ourselves and where we are from.

INTRODUCTION

Staff who work with young children or children/young people* who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Tottington Primary School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

All staff must adhere to the latest statutory safeguarding guidance, including Keeping Children Safe in Education (KCSIE), and follow the school's safeguarding and whistleblowing procedures at all times.

Staff behaviour is open to scrutiny and staff work in partnership with parents/carers to provide continuity of care wherever possible.

Where appropriate, consent for intimate care will be clearly recorded and reviewed regularly with parents/carers

OUR APPROACH TO BEST PRACTICE

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity are of paramount importance.

Staff who provide intimate care are trained appropriately, including safeguarding, health and safety, infection control, and moving and handling where required.

Records of training will be maintained and refreshed regularly in line with school policy. Equipment will be provided to assist children who need special arrangements following professional assessment.

Staff will adapt their practice in relation to the needs of individual children, taking into account developmental changes such as puberty and menstruation.

Where possible, the child's preference regarding the gender of the supporting adult will be considered and respected.

Clear communication will take place with each child in line with their preferred method of communication, ensuring they understand procedures and can express preferences.

PROMOTING INDEPENDENCE

Children will be supported to achieve the highest level of independence possible given their age and ability. Individual intimate care plans will be drawn up where appropriate. These plans will be reviewed at least termly, or sooner if the child's needs change.

Plans include risk assessments covering moving and handling, health and safety, and safeguarding considerations.

PRIVACY & STAFFING

Each child's right to privacy will be respected. Where possible, one adult will support a child unless there is a justified reason for two adults being present. Any deviation from this must be recorded and include a clear rationale to ensure accountability and safeguarding. Staff should work in open environments where possible (e.g., doors slightly ajar or visible spaces) while maintaining appropriate dignity and privacy.

WORKING WITH PARENTS & CARERS

Parents/carers will be involved in intimate care arrangements and care plans.

Written agreements outlining responsibilities of school and home will be established where appropriate. The needs and wishes of children and parents will be considered alongside staffing and equality requirements.

THE PROTECTION OF CHILDREN

All staff will follow safeguarding procedures and inter-agency child protection guidance.

All concerns must be reported immediately to the Designated Safeguarding Lead (DSL) or a deputy DSL.

Records must be factual, signed, dated and stored securely in line with data protection requirements (UK GDPR). Referrals to social care will be made where necessary. Parents will usually be informed unless this increases risk to the child.

Children will be taught personal safety skills appropriate to their developmental stage

If a child becomes distressed about care from a staff member, the situation must be addressed promptly.

Alternative staffing arrangements should be implemented immediately while concerns are investigated.

If a child makes an allegation against staff, all safeguarding procedures must be followed.

Staff must avoid being alone in enclosed spaces with a child where possible and follow safer working practice guidance

Accurate records of all intimate care provided must be maintained, including date, time, staff involved, and any concerns arising. These records should be stored securely and shared with parents where appropriate.

HEALTH & SAFETY

Appropriate personal protective equipment (PPE), including gloves and aprons, must be used.

Staff must follow infection control procedures and safe disposal of waste guidelines

EQUALITY & INCLUSION

This policy operates in line with the Equality Act 2010, ensuring no child is discriminated against based on disability, gender, race, religion or other protected characteristics.

POLICY REVIEW

This policy will be reviewed annually or sooner if changes in legislation or safeguarding guidance occur.

Next review date: May 2027