Intimate Care Policy

Sussex Road Primary School

Approved by:	**HT**	**Date:**	**September 2026**
Next review due:	**September 2027**		

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing.

Principles

The following are the fundamental principles upon which the Policy and Guidelines are 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.

Procedure

The intimate care plan will be devised by the child (where appropriate), the parent/carer, and school staff with the support of external professionals when needed. The plan will be signed and dated and reviewed annually unless changes in circumstances require the plan to be revised more frequently.

Accurate records will be kept when a child requires assistance with intimate care; using the preform below. Any comments such as changes in the child's behaviour will be recorded. It will be clear who was present in every case.

All pupils requiring intimate care will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for themselves as possible.

Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil. Staff will be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when they needs help with intimate care. SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

Where a plan has been agreed and signed by parents, staff, and child if appropriate, it is acceptable to have one assistant unless there are implications regarding safe handling.

An individual member of staff will inform another appropriate adult when they are going alone to assist a pupil with intimate care.

Adults who assist pupils with intimate care will be employees of the school, not students or volunteers, and will therefore have undergone the usual range of safer recruitment checks, including enhanced DBS checks.

All staff are made aware of and follow the school's Confidentiality and Safeguarding policies.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Where a child has a Personal Care Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Any deviation from the agreed plan will be documented and reported.

Appendix A

Intimate Care Plan including Toileting plan

Type of Plan	General care		Toileting	
Child's Surname				
Child's first name				
Gender	M/F	Date of Birth		
Parent/carers names				
Class teacher				
Names of key support staff				
Area of need				
Support required				
Equipment required				
Location of suitable toilets				
Location of suitable facilities				
Frequency of support required				
Involvement of other agencies				
Support from home				
Agreed method of communication				
Any other comments				

Appendix B

Permission for providing intimate care

I understand the term intimate care as defined by the School and the implications for the care of my child within an educational setting.

I give permission to Sussex Road Community Primary School to provide appropriate intimate care support to my child.

Feeding		Washing including intimate parts	
Oral care		Administering medication	
Dressing /Undressing		Catheter and stoma care	
Toileting		Administering external medication/skin care	
Supervision of a child involved in intimate care		Menstrual care/support	
			Please tick all that apply
Other (Please specify)			

This support will where possible be provided by your child's Key Support worker(s) as above. In an emergency care will be provided by another paediatric First Aider.

I will advise the SENCo of any medical complaint my child may have which affects issues of intimate care.

Name _____
Parent/Carer

Relationship to child_____

Signature _____ Date _____
Parent/Carer

Signature) _____ Date _____
Child where appropriate

Appendix C

Working towards independence

Child's name_____ Date of Birth_____ Class_____

What I can do already (Child)

Next steps

Date		Review date	
Child will try to	Parent/carer will try to	Setting will try to	
Target/s	Target/s	Target/s	
Date Achieved			

Date		Review date	
Child will try to	Parent/carer will try to	Setting will try to	
Target/s	Target/s	Target/s	
Date Achieved			

Date		Review date	
Child will try to	Parent/carer will try to	Setting will try to	
Target/s	Target/s	Target/s	
Date Achieved			

Appendix D

Record of Intimate Care/Toileting

Child's name _____Class _____

Key worker(s)_____

_____

Date	Time	Procedure/Comment	Staff signature	Parent/carer signature