



Queen's Hill Primary School

Intimate Care Plan Policy

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Approved on	5th October 2023	
Next review date	September 2025	

Contents

[Aims of the Policy](#)

[Definition](#)

[Principles of Intimate Care](#)

[Our approach to best practice](#)

[Child Protection](#)

[Health and Safety](#)

[Communication with Children](#)

[Related Policies](#)

Aims of the Policy

At Queen's Hill Primary School we recognise that all children have different rates of development and differing needs during their time at school. It is our intention to develop independence in each child; however there will be occasions when additional help is required.

Our Intimate Care Policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children. Children are generally more vulnerable than adults, and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Children with additional needs or disabilities can be especially vulnerable – staff involved with their intimate care need to be sensitive to their individual needs.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy 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.
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities.
- All children have 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 appropriate and as consistent as possible.
- Children with continence difficulties must not be discriminated against in line with the Equalities Act 2010. Continence issues must be treated sensitively so as to maintain the self-esteem of the child.
- Staff providing intimate care must work within guidelines that protect themselves and the pupils involved, in line with Health and Safety Policy and Safeguarding Policy.

All staff working with children are subject to the appropriate Disclosure and Barring Checks. This includes student teachers on work placement and volunteers. All staff must be familiar with, and understand the intimate care policy.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Our approach to best practice

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

Staff who provide intimate care are trained to do so (including Safeguarding and Moving and Handling where appropriate) and fully aware of best practice.

Where specialist equipment and facilities are required but not currently available in the school, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

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

Individual care plans will be drawn up for any pupil requiring regular intimate care, advice and templates taken from [Norfolk County Council](#). Intimate care arrangements must be agreed between the school and parents/carers and, if appropriate, by the child.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented. Where possible, when providing intimate care alone, staff should notify another member of staff and keep the toilet door (main door to the classroom) open.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

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 should be treated as confidential.

Child Protection

The Governors and staff of Queen's Hill Primary School recognise that disabled children are particularly vulnerable to all forms of abuse.

Safeguarding procedures will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) or observes unusual emotional or behavioural responses to the intimate care, s/he will immediately report concerns on CPOMS or speak to a Designated Safeguarding Lead directly.

If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, staff will reassure the child, ensure their safety and immediately report concerns on CPOMS or speak to a Designated Safeguarding Lead directly. If appropriate, further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Health and Safety

When dealing with intimate care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves while dealing with the incident
- Soiled clothes to be put in a sealed plastic bag and sent home. Nappies and continence products (wipes, tissues, nappies etc.) to be disposed of using the allocated nappy bins in school.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands

Communication with Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc.

To ensure effective communication:

- Ascertain how the child communicates, e.g. consult with the parent/carer.
- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect.

Related Policies

- Safeguarding Policy
- Health and Safety Policy
- Equality and Accessibility Policy
- SEND Policy and Information Report
- Supporting pupils with medical conditions policy