

# **BOTLEY C of E PRIMARY SCHOOL** **INTIMATE CARE POLICY**



## **1.0 Introduction:**

Botley C of E Primary School is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care by ensuring that all staff follow Government guidance within 'Keeping Children Safe in Education' September 2023. Meeting a pupil's intimate care needs is one aspect of safeguarding.

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.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

## **2.0 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.

## **3.0 Our Approach:**

The management of all children with intimate care needs will be carefully planned. Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.

- 3.1 Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- 3.2 There is careful communication with any pupil who requires intimate care.
- 3.3 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.
- 3.4 Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- 3.5 Individual care plans will be drawn up for any pupil requiring regular intimate care
- 3.6 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.

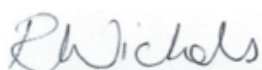
- 3.7 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- 3.8 The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- 3.9 Where a 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 and communicated in person, via telephone or by sealed letter (not via the home school diary)
- 3.10 Any time that intimate care is needed it will be recorded in the intimate care book kept within the main office.

#### 4.0 Child Protection:

The Governors and staff of this school recognise that disabled children are particularly vulnerable to all forms of abuse.

- 4.1 Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.
- 4.2 If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.
- 4.3 If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- 4.4 Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- 4.5 If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

The content of this Policy has been fully reviewed and agreed by the School's Governing Body.



Signed: ..... **Chair of Governors**

Date:..... 11.03.2026

Review Date: March 2028

Review Date	Changes made in addition to review and renewal date changes	Changes
24.2.26	Yes	Addition of new procedure to the policy.



## Botley C of E Primary School Procedure for Intimate Care

### 1. Principles

- The child's dignity, safety, and wellbeing are paramount.
- Support provided must be in a respectful, dignified, and safeguarding-led manner
- Intimate care is provided only when necessary and as briefly as possible.
- Staff must follow the school's Safeguarding and Intimate Care Policy at all times.
- Wherever possible, children are encouraged to be as independent as their age and ability allows.
- Children should be encouraged to drink water regularly throughout the day.
- Children should not need to wear pull ups or nappies to school unless there is a significant medical need.
- Most children should be able to use the toilet when they feel they need to although this may be more carefully managed if there are particular challenges that exist.

### 2. Preparation

- If there is a known issue or regular need to provide intimate care, ensure parental consent is recorded.
- Identify designated members of staff trained to provide intimate care.
- Use the school's agreed areas for intimate care.
- Gather required items:
  - Disposable gloves and apron
  - Wipes / paper towels
  - Spare clothing or continence products
  - Plastic bag for soiled clothing

### 3. Safeguarding Measures

- Two adults must be aware intimate care is taking place. There must be a conversation in advance between the adults.
- Where possible:
  - Another adult is nearby or within sight/hearing distance.
  - Doors remain ajar where appropriate.
- Staff must never:
  - Be alone in a locked room with a child
  - Take photos or use personal phones whilst undertaking intimate care
  - Provide care beyond what is necessary

### 4. Supporting the Child

- Staff must speak calmly and reassure the child during the process.
- Explain what will happen in age-appropriate language.
- Encourage the child to:
  - Remove and replace clothing themselves wherever possible (ensuing there is an understanding of their capabilities)
  - Clean themselves as much as possible
- Maintain privacy at all times.

### 5. Providing Intimate Care

- Staff must wear gloves and apron.
- Clean the child front to back where applicable.
- Avoid unnecessary physical contact.
- Check for:
  - Skin irritation
  - Soreness or signs of concern  
(Report any concerns immediately to the DSL.)
- If there is any refusal then remain calm.
- Be prepared to switch out with a second adult if required.

#### 6. After Care

- Dispose of waste safely according to hygiene procedures.
- Place soiled clothing in a sealed bag to send home.
- Help the child wash hands thoroughly.
- Support the child to return to class discreetly.

#### 7. Recording and Communication

- Record the incident in the appropriate intimate care book, including:
  - Date and time
  - Staff involved
  - Reason for care
  - Any concerns noted
- Inform parents/carers the same day, verbally or in writing.
- Repeated incidents should trigger:
  - Discussion with parents/carers
  - Consideration of an Individual Intimate Care Plan

#### 8. When to Escalate

Immediately inform the Designated Safeguarding Lead (DSL) if:

- The child appears distressed or in pain
- There are unexplained marks, bruising, or soreness
- The child makes a disclosure or comment causing concern
- The child requires frequent or ongoing intimate care without an existing plan

#### 9. Staff Training

- All relevant staff must receive:
  - Safeguarding training
  - Guidance on intimate care procedures
- Supply staff should be made aware of expectations and never provide intimate care unless authorised.