

Intimate Policy



Approved by:	Full governing body	Date:
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Last reviewed on:	[Date]
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Next review due by:	[Date]
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1. Aims

This policy aims to ensure that:

- Intimate care is carried out safely, respectfully and in line with agreed plans
- The dignity, privacy, rights and well-being of every pupil are safeguarded
- Pupils who require intimate care are supported to access education fully and are not discriminated against, in line with the Equality Act 2010
- Parents and carers are confident that staff are trained and understand their child's needs
- Staff providing intimate care do so within clear, safe and agreed procedures that protect both the pupil and them.

Definition:

Intimate care includes any support involving washing, toileting, changing, personal hygiene, or procedures relating to intimate areas of the body.

2. Legislation and statutory guidance

This policy reflects:

- Keeping Children Safe in Education (latest version)
- Children and Families Act 2014 (including Section 100 duties)
- SEND Code of Practice (0–25)
- Equality Act 2010
- Supporting pupils at school with medical conditions (DfE guidance)

3. Working in partnership with parents and carers

3.1 Parental consent

- Parental consent will be obtained before any routine intimate care is provided
- Where possible, consent will be agreed in advance through a written agreement
- In emergency situations, care will be provided to ensure the child's dignity, comfort and safety, and parents will be informed as soon as possible

3.2 Care planning

Where intimate care is required, an Intimate Care Plan or Individual Healthcare Plan (IHP) will be developed.

Plans will be created collaboratively between:

- Parents or carers
- Relevant school staff
- The pupil (where appropriate)
- Health professionals (where required)

Plans will:

- Reflect the child's individual needs and preferences
- Be reviewed regularly (at least termly for complex needs or annually as a minimum)
- Be updated when needs change

3.3 Individual Healthcare Plans (IHPs) and Intimate Care

All pupils with a medical condition requiring enhanced support, including those who require regular or ongoing intimate care, will have an Individual Healthcare Plan (IHP) in place.

The IHP will:

- Be developed in line with statutory guidance
- Be agreed in partnership with parents, school staff and healthcare professionals
- Clearly outline:
 - medical needs and diagnosis
 - type and frequency of intimate care
 - equipment and resources required
 - emergency procedures
 - staff roles and responsibilities
 - arrangements for trips, visits and transitions

The plan will:

- Be accessible to relevant staff
- Be implemented consistently
- Be reviewed at least annually or sooner if needs change

Where a pupil has an EHCP, care arrangements will align with the provision specified in the plan.

3.4 Pupil voice and dignity

- Pupils will be encouraged, where appropriate, to express their preferences
- Staff will respect privacy, cultural needs, and personal boundaries
- Pupils will be supported to develop independence where possible

4. Roles and responsibilities

4.1 Staff responsibilities

All staff involved in intimate care will:

- Be appropriately trained
- Follow agreed care plans
- Maintain professional boundaries

- Record concerns or incidents promptly
- Report safeguarding concerns in line with school procedures

4.2 Safeguarding responsibilities

Staff must:

- Remain vigilant to any signs of abuse or neglect
- Report any concerns immediately to the Designated Safeguarding Lead
- Follow safeguarding procedures if:
 - A concern arises during care
 - An injury is noticed
 - A disclosure is made

5. Intimate care procedures

5.1 General principles

- Care will be provided in a safe, private and respectful environment
- Wherever possible:
 - Another adult will be nearby
 - Doors will remain partially open (unless inappropriate)
- Staff will explain procedures to the pupil
- Consent from the pupil will be sought where possible

5.2 Hygiene and safety

The school will:

- Provide appropriate facilities and equipment
- Follow health and safety procedures
- Use protective equipment (e.g. gloves, cleaning materials)

Parents/carers will:

- Provide necessary items (e.g. spare clothing, nappies)
- Keep the school informed of any changes

5.3 Accidents and incidents

- Any accidents or issues during care will be recorded
- Parents will be informed
- Any safeguarding concerns will be escalated immediately

6. Behaviour and SEND considerations

We recognise that:

- Some behaviours may be linked to a pupil's SEND or medical needs
- Pupils may feel anxious, embarrassed or distressed

Staff will:

- Respond calmly and sensitively
- Use communication strategies appropriate to the pupil
- Provide reassurance and support

7. Inclusion and equality

The school will:

- Ensure pupils requiring intimate care are not excluded from activities
- Make reasonable adjustments where required
- Support participation in trips and visits through risk assessments and planning

8. Training and staff support

Staff will receive:

- Safeguarding training
- Manual handling training (where needed)
- Condition-specific training (where applicable)

The school will:

- Maintain records of training
- Ensure staff feel confident and supported

9. Record keeping and confidentiality

- Care plans and IHPs will be stored securely on the school system (Arbor and Teams)
- Information will be shared only with staff who need to know
- All information will be handled in line with data protection requirements

10. Monitoring and review

- This policy will be reviewed at least every two years (or sooner if needed)
- Practice will be monitored through:
 - staff feedback
 - safeguarding monitoring
 - parent feedback
 - review of care plans

11. Links with other policies

- Inclusion Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Accessibility Plan
- Health and Safety Policy