



Glenthorne Community Primary School

Intimate Care Policy

This policy should be used alongside the following documents:

- Send policy.
- Safeguarding and Child Protection policies.
- Keeping Children Safe in Education
- Working Together to Safeguard Children

1. Introduction.

The aim of the Intimate Care Policy is to safeguard both pupils and staff, in line with the principles and procedures which apply to all members of staff involved in the intimate care of children. It is important that staff are sensitive to each child's individual need.

Intimate care can be any action that is required to meet the personal needs of individual children including: changing nappies/pull ups; toileting; supervising intimate self-care; changing clothes; washing; oral care; feeding; first aid and medical assistance - this may be on a regular basis or a one-off event.

It is a parent's responsibility to notify the school of any known intimate care needs for their child.

2. Principles of intimate care.

The intimate care policy guidelines are based on the following principles. Every child has the right to:

- Be safe
- Have personnel privacy
- Be valued as an individual
- Be treated with dignity and respect
- Be given the opportunity to express their own views on their intimate care
- Intimate care that is appropriate and consistent

3. Responsibility of the school.

All staff, including students and volunteers, will have been subject to a DBS check.

Only staff, who are familiar with the intimate care policy, should be involved in the intimate care of pupils.

Where it is expected that a child will need assistance with intimate care, a plan should be made between the school, the pupil's parent and where appropriate, the child. Signed consent will be stored on the child's file.

If intimate care is given without consent in the event of an emergency, parents should be notified immediately.

All intimate care plans should be reviewed every six months.

Any concerns about a staff members intimate care practice should be reported immediately to the DSL (R. Woodall), DDSL (N.Turner and V.Bates) .

4. Good Practice.

These guidelines apply to all members of staff involved in the intimate care of children. Staff should always be sensitive to the individual needs of the children in their care, as young children and children with special needs can be vulnerable.

Some forms of intimate care could be open to misinterpretation. Compliance to the guidelines below, supports good practice and will safeguard staff and children.

- Always involve the child.
- Promote and encourage independence in a child's intimate care.
- If a child is fully dependant, discuss what will happen and where possible allow the child to have some choices.
- Treat all children with dignity and respect and, where possible, allow privacy appropriate to the child's age and situation.

- Two members of staff should be present when intimate care is being carried out.
- If a number of staff are involved in the intimate care of a child, communication between them is essential to ensure consistent care.
- Incidents of intimate care, other than those agreed in a care plan, must be reported immediately to parents.
- In the case of planned intimate care, regular communication between home and school should take place. This could be in the form of a home -school book or a more formal record.
- Do not carry out any procedures that you have not being trained to carry out, if you are not sure, check with another member of staff.
- Promote positive self -esteem and body image.
- Any concerns regarding unusual marks, swellings or discolorations, report them immediately to the DSL/DDSL.
- In the event that a child is hurt or misunderstands something during intimate care, ensure that the child is safe, reassure them and report the incident immediately to the DSL/DDSL.
- Record any unusual emotional/behavioural responses to intimate care. This must be recorded in the child's personnel file and safeguarding log. Written concerns should be shared with parents where appropriate.
- When working with a child of the opposite sex, two members of staff must be present.
- If a child becomes distressed or upset, stop and find out why they have become upset. Reassure the child before continuing. Any concerns must be reported to the DSL/DDSL and a record kept. Report any concerns to parents.

5. Communication with Children

Staff providing intimate care should be aware of the individual child's method and level of communication. To practice efficient communication with the child, follow the guidelines below:

- Make eye contact on the child's level.
- Use simple language and repeat when necessary.
- All staff must use the same terminology to avoid confusion for the child.
- Always explain to the child what is going to happen.
- Above all children **MUST** be treated with dignity and respect.

This policy should be reviewed every two years with the safeguarding governor.

This Policy was agreed by Governors on:

Chair of Govs:	Mrs M. Such	Headteacher:	Miss R Woodall
Date:	28/01/2026	Date:	28/01/2026

This Policy will be reviewed by: Date January 2028