



**QUEEN ELEANOR  
PRIMARY  
ACADEMY**  
*Creative  
Education  
Trust*

## Queen Eleanor Primary Academy Intimate Care Policy 2024/2025

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## **Introduction**

Queen Eleanor Primary Academy is committed to providing high-quality care and support for all children. We recognise that some children require assistance with intimate care due to age, disability, or medical needs, and our policy aims to ensure that all staff responsible for intimate care undertake their duties professionally, promoting the welfare, dignity, and safety of all pupils.

This policy aligns with the school's safeguarding procedures and the Equality Act 2010, which requires that children with disabilities are not discriminated against. The school ensures that every child with an intimate care need is treated with respect and that their dignity is maintained at all times.

## **Definition**

Intimate care refers to any support or supervision provided to a child involving personal hygiene and toileting needs, as well as other activities of a personal nature that the child cannot manage independently. This may include assistance with washing, dressing, toileting, or administering medication.

## **Aims of the Policy**

- To ensure that all children are treated with respect, sensitivity, and in a manner that preserves their dignity.
- To safeguard children and staff by setting out clear procedures for providing intimate care.
- To outline the expectations for all staff involved in intimate care procedures.
- To engage parents and carers in developing and reviewing individual care plans.

## **Principles**

- Children's safety, dignity, and wellbeing are of paramount importance.
- All children have the right to privacy, respect, and to be treated as individuals.
- Children will be supported to achieve the highest level of independence appropriate to their abilities and developmental stage.
- Staff will work in partnership with parents/carers and, where appropriate, healthcare professionals, to provide continuity of care.
- All children have the right to feel and comfortable with the adults providing their care.
- Children should be encouraged to engage in the care procedure and give permission at each stage.

- The care provision and processes should provide support and guidance towards independence and self-sufficiency (where possible).

## Checklist Considerations for Intimate Care

Queen Eleanor Primary Academy ensures that all items in the Intimate Care Checklist are considered and systematically addressed as follows:

### 1. Facilities

The school will ensure that suitable toilet facilities are identified and any necessary adaptations are in place. This includes ensuring that all required equipment is available, such as:

Changing tables or beds

- Grab rails
- Steps
- Nappy bin
- Lockers for supplies
- Hot and cold water facilities
- Lever taps
- Mirrors at suitable heights
- Disposal units/bins
- Hoists or other moving and handling equipment
- Emergency alarms

These facilities will be reviewed regularly to ensure they meet the needs of pupils requiring intimate care.

### 2. Supplies

Families and the school will share responsibility for providing essential supplies:

- **Family-provided supplies:** Nappies, pads, catheters, wipes, spare clothes, etc.
- **School-provided supplies:** Toilet rolls, antiseptic cleanser, paper towels, soap, disposable gloves and aprons, disposal sacks, and other necessary items.



### 3. **Good Practice Standards**

- Consultations with health professionals, moving and handling coordinators, and other specialists will be sought where needed.
- Parents'/carers' and the pupil's views will be considered when developing care plans.
- The child's communication preferences will be established and respected.
- In the case of non-verbal students parents will help to identify and agree familiar adult/s for support.
- Gender preferences for carers will be noted and followed where possible.
- Training needs for staff, including awareness-raising, will be addressed regularly.

### 4. **Physical Education and Extra-curricular Activities**

- Appropriate and discreet clothing will be considered to ensure privacy for changing, particularly during physical education and swimming.
- Specific advice for physical activities will be sought from health professionals and incorporated into individual plans.

### 5. **Support Framework**

- Designated staff and back-up staff will be identified for each pupil requiring intimate care.
- Staff will receive appropriate training, including for emergencies or exceptional circumstances.
- The school will ensure that intimate care plans are prepared and updated for activities such as school visits, after-school clubs, and transport arrangements.

## **Individual Care Plans**

### 1. **Planning and Documentation**

Each child requiring regular intimate care support will have an individual care plan created in collaboration with parents/carers and relevant healthcare professionals. This plan will outline:

- Personal details
- Nature of the support/intimate care required.
- Any contextual information and medication.
- Named agreed support staff.
- Procedures and routines for staff to follow.
- Facilities and supplies needed.
- Health and safety considerations
- Information about the child's preferences for implementation of intimate care provision.
- Regular review dates.



## **2. Monitoring and Updating**

Individual care plans will be reviewed annually or sooner if there are changes in the child's needs. It is the parents' responsibility to inform the school of any updates to the child's medical condition. A log of all intimate care provided will be kept, including date, time, and details of care given.

## **Staff Training and Support**

- Staff involved in intimate care will receive comprehensive training, including safeguarding, moving and handling, and other specialist procedures as required.
- Staff will follow established protocols to maintain the child's safety and dignity.

## **Safeguarding and Confidentiality**

- All staff involved in intimate care must have up-to-date safeguarding training.
- Personal and sensitive information will be handled confidentially and shared only with those directly involved in the child's care.

## **Parental and Carer Involvement**

Parents/carers will be informed of any changes to their child's intimate care needs and will be consulted in the creation and review of individual care plans.

Parents/carers are also expected to provide the necessary supplies and equipment (e.g., nappies, wipes) and update the school with any changes in their child's needs or medication.

## **Child Protection**

Staff are trained to be vigilant for any signs of distress, discomfort, or potential safeguarding concerns. Any incidents or concerns arising during intimate care will be reported immediately in line with the school's safeguarding procedures.

If a child expresses discomfort or distress at the care provided by a particular staff member, this will be taken seriously, and an investigation will be conducted to determine the cause. If a child makes a disclosure or an allegation against a staff

member, this will be managed following the school's Child Protection Policy which can be found here:

[Queen Eleanor Academy Child Protection Policy](#)

Please see Appendix 1 for reference to other policies that should be read in conjunction with the Intimate Care Policy.

### **Roles and Responsibilities**

- **Staff:** Ensure intimate care is provided in line with this policy, respect the child's dignity, maintain confidentiality, and report any concerns immediately.
- **Parents/Carers:** Share all relevant information regarding their child's needs and participate in creating the care plan.
- **Governors:** Monitor and review the policy's implementation and ensure that appropriate resources are allocated for training and equipment.

### **Monitoring and Review**

The Intimate Care Policy will be reviewed annually by the **Headteacher**, **Safeguarding Lead**, and the **Governing Body** to ensure that it continues to meet the needs of all pupils and adheres to current regulations and best practices.

### **Appendix 1: Related Policies and Documentation**

This policy should be read in conjunction with the child's Individual Health Care Plan and the following policies:

Safeguarding and Child Protection Policy

Health and Safety Policy

Equality, Diversity and Inclusion Policy

Supporting Children with Medical Conditions Policy

QEP Relationships and Behaviour Policy

Staff Code of Conduct

First Aid Policy

These policies can be found on the Queen Eleanor Primary Academy website Policy section:

[Queen Eleanor Primary Academy - Policies](#)



## Appendix 1: Template intimate care plan

PARENTS/CARERS	
Name of child	
Date of Birth	
Year group	
Description of child (Give brief details of child's interests, behaviour and relevant conditions, e.g. speech and language, mobility)	
Description of continence difficulties	
Goals for continence management (Describe how the child's bladder and bowel health is going to be promoted and maintained and how potential and independence are going to be appropriately promoted. You may include goals for parents, child and /or school staff depending on individual needs.)	
Medication (Details of medication. If any medication needs to be taken in school refer to the school's medical policy and follow school procedures.)	
Type of intimate care needed (Management and description of routine e.g. details of drinking, toileting and changing routines, aides used and any reward schemes)	
How often care will be given and by who	
Where care will take place	
What resources and equipment will be used, and who will provide them	School to provide:  Parents to provide:
How procedures will differ if taking place on a trip or outing	



Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Contact details (address, email and phone number)	
Signature of parent or carer	
Date	

This plan will be reviewed twice a year. Next review date:

To be reviewed by: Class staff and SENDCo

## Appendix 2: Template parent/carers consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Relationship to child	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if there are any changes to medications, routines, changes in needs or I have any concerns	<input type="checkbox"/>

OR

<p><b>I do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
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Parent/carers signature	
Date	



### Appendix 3: Intimate Care record (for use in conjunction with individual plan)

Child's name	
Week Commencing	

Date	Time	Adult	Comment, e.g. action taken	Teacher initials

Signature - Class Teacher	
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**Copy to parents and DSL**