



Intimate Care Policy

Ridgeway Farm CE Academy

Introduction

All children at Ridgeway Farm CE Academy have the right to be safe and to be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school life. Our principles and guidelines for supporting with intimate care are underpinned by our school vision and our 12 school values.

We know that some children may need additional support with toileting, dressing or other personal needs as children develop at different rates. This policy should be read in conjunction with our Safeguarding and Child Protection Policy, Health and Safety Policy, and Administration of Medication Policy.

Purpose of this Policy

- To ensure that pupils with continence or personal care needs are not discriminated against in line with the Equality Act 2010.
- To safeguard the rights, dignity and best interests of children.
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.
- To ensure that staff administering intimate care work within school policies, procedures and statutory guidance.
- To work in partnership with parents/carers in delivering a suitable intimate care plan where necessary.
- To protect both pupils and staff by ensuring clear recording, monitoring and safe practice.

Definition of Intimate Care

Intimate care refers to any care tasks of a personal or intimate nature, including but not limited to:

- Supporting a child with dressing or undressing (always encouraging independence where possible).
- Providing comfort or reassurance to a distressed child.
- Assisting a child requiring medical care who cannot manage independently.
- Changing nappies, cleaning a child who has soiled themselves, vomited, or feels unwell.

Principles of Good Practice

- Children are encouraged to be as independent as possible. Staff will give support only as needed and encourage children to undertake as much of their own care as they can.
- Communication with the child is essential — staff will explain each step in an age-appropriate way, respecting the child's preferred means of communication.
- Privacy will be given appropriate to the child's age and situation.
- Intimate care will be provided in line with the child's individual care plan, which will be reviewed regularly with parents/carers, the child (where appropriate), and relevant staff. Where a child has an EHCP or SEND support plan, the intimate care plan will align with it.

Safeguarding and Child Protection

- All staff providing intimate care will receive annual safeguarding training and specific guidance on safe practice and infection control.
- If any member of staff has concerns about physical changes in a child's presentation (e.g. marks, bruises, soreness), they will immediately report concerns to the Designated Safeguarding Lead (DSL) in line with safeguarding procedures.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated, outcomes recorded, and staffing adjusted. Parents/carers will be informed.
- Volunteers and students must not provide intimate care.
- All staff undertaking intimate care will hold an enhanced DBS check.

Recording and Monitoring

- A record of intimate care interventions will be maintained (date, time, child, member of staff, brief description).
- Records will be reviewed regularly by the DSL and/or SENCO to ensure consistency, identify any patterns of concern, and safeguard children and staff.
- Records will be stored securely in line with data protection requirements and shared only on a need-to-know basis.

Staffing and Supervision

- Wherever possible, intimate care should be carried out by the child's named/designated adult.
- Staff must make another adult aware when they are providing intimate care. Where staffing allows, intimate care should be carried out in sight or hearing of another adult to provide protection for both the child and staff.
- Normally, one child will be cared for by one adult. If two adults are present, the reasons should be documented in the child's plan.

Hygiene and Health & Safety

- Staff must wear protective gloves (and aprons where appropriate).
- PPE will be provided in line with infection control guidance.
- Soiled clothing will be placed in a sealed plastic bag and sent home. Parents are asked to provide spare clothing; school will provide emergency clothing where possible.
- All waste will be disposed of safely and hygienically.

Parental Partnership

- Parents/carers will be involved in developing and reviewing their child's intimate care plan.
- If a child refuses to be changed, parents/carers will be contacted to support or attend where necessary.
- Parents/carers are encouraged to share strategies to promote independence and comfort for their child.

Protection of Staff

- Staff must follow the Guidance for Safer Working Practice and read it annually.
- Staff should always be aware of the child's reactions and adjust their approach accordingly.

- Any allegations against staff will be managed in line with the school's Managing Allegations procedures.

Confidentiality

- Information about a child's intimate care will be treated as confidential.
- Details will be shared only with those who need to know in order to care for the child safely and appropriately.

Review

This policy will be reviewed annually or earlier if statutory guidance changes.

Appendix A

Ridgeway Farm Intimate Care Plan

Name of Child:	
Details of intimate care required:	
Name of person(s) to provide intimate care:	
Name of person to provide intimate care for child if main adult not available:	
Where intimate care provision will take place:	
What resources and equipment will be used:	
Training requirements for staff?:	
Disposal arrangements of any waste/products used:	
Infection control measures needed:	
Special arrangements for trips / outings:	
When will the plan be reviewed:	
Review Comments:	
Plan to be signed and dated by parent/carer and school representative:	