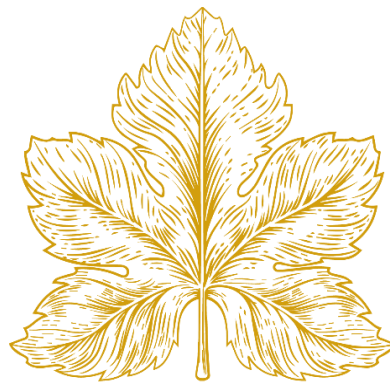


Intimate Care Policy



EPWORTH
EDUCATION TRUST

Written by:	J. Whittaker
Date agreed:	Autumn 2025
Next Review Date:	Autumn 2028

Version Control

Change Record

Date	Author	Version	Section	Reason for Change
Spring 2022	A Burkes	1		
Sept 2025	J Whittaker	2	Statement of Intent Appendices 4.Staff & facilities 7.Safeguarding 11. Comfort & Support	Expanded on Aims Introduced Personal Care Consent Form where changes are regularly required Referenced possible requirement for manual handling training Detail added re: adults required, gender, accidental injury, allegations Included a reference to stage rather than age of child and behaviour plans / handling plans

Mission Statement

The Epworth Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

Safeguarding Statement

At the Epworth Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

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- c) Personal Care Consent Form (Frequent need)

Statement of intent

The Epworth Education Trust is committed to safeguarding the health, wellbeing and dignity of all pupils. As outlined in the Trust's Supporting Pupils with Medical Conditions Policy, our schools aim to ensure that every child is able to access a full and enriching education, regardless of physical disability, medical condition or personal care needs.

The Board of Trustees recognises its duties under the Equality Act 2010, which protects pupils with impairments that affect day-to-day activities from discrimination. In line with this, we are committed to ensuring that pupils who require intimate care are supported with sensitivity, respect and understanding.

This policy sets out our intention to provide intimate care that is:

- Carried out by staff in line with agreed care plans and established guidance
- Delivered in a way that protects each child's dignity, privacy and wellbeing
- Informed by safeguarding, health and safety, and manual handling protocols to protect both pupils and staff
- Consistent with parents' and carers' expectations, providing assurance that staff are knowledgeable, professional and responsive to the needs of their child

In all circumstances, intimate care will be provided in a manner that supports inclusion, upholds rights, and ensures that no child feels embarrassed or marginalised.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE 'Keeping children safe in education'
- Early Years Statutory Framework

This policy operates in conjunction with the following school policies:

- Intimate Care Policy EYFS
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy#
- SEND Policy

2. Definitions

For the purpose of this policy, **intimate care** is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, intimate personal areas

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. Health and safety

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately in external general waste bins.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

4. Staff and facilities

Staff members who provide intimate care will be suitably trained and will be made aware of what is considered good practice. Where necessary, they will have manual handling training that enables them to remain safe and for the pupil to have as much participation as possible. They will also be familiar with hygiene and health safety procedures. Staff should seek further advice as needed.

Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist as required. This may include the following:

- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag

- Spillage kit

Typically, mobile pupils will be changed while standing up and pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.

Staff will be supported to adapt their practice in relation to the needs of individual pupils, whilst taking into account developmental changes such as the onset of puberty or menstruation.

5. School responsibilities

Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.

Where appropriate, pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents.

In liaison with the pupil and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Regular consultations will be arranged with all parents and pupils regarding toilet facilities.

The privacy and dignity of any pupil who requires intimate care will be respected at all times. An appropriately trained member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.

Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention log, and they will be stored in a confidential place.

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff. A minimum number of changes will be agreed.

The family's cultural practices will always be taken into account for cases of intimate care. Where possible, only same-sex intimate care will be carried out.

Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

Pupils who require additional medical support at school (e.g. physiotherapy) should have this carried out by a trained external health professional (e.g. trained physiotherapist). If it is agreed as part of a child's care plan that a member of staff should undertake part of this support (such as assisting children with exercises), the required technique must be demonstrated by the health professional personally, written guidance given and updated regularly. The health professional should observe the member of staff applying the support / technique.

6. Parental responsibilities

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

A copy of this policy will be read and a consent form signed by parents to ensure that they understand the policies and procedures surrounding intimate care.

Parents will inform the school should their child have any marks or rashes.

Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

7. Safeguarding

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Male members of staff may be allocated to change female pupils or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parents / carers and pupil if appropriate.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected and schools will balance children's privacy with safeguarding and support needs. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care. In all circumstances, an adult will always notify another adult before going to perform intimate care on a child, the member of staff

allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

Two members of staff will always be involved in circumstances where they are needed to safely handle a child who needs to be assisted or use equipment such as a hoist.

If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the school's Designated Safeguarding Lead immediately.

If a child is hurt accidentally or there is an issue when carrying out intimate care, the staff member will report immediately to a member of the Senior Leadership Team.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Special consideration will be taken to ensure that bullying and teasing does not occur.

8. Swimming

As part of each school's sports programme, pupils within Key Stage 2 participate in swimming lessons. During these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, e.g. undo or fasten a top button on a shirt. However, where a pupil who has been identified to have additional needs (e.g. health care plan, SEND) and requires additional support in changing i.e. underwear; parental consent will be obtained before being assisted in changing clothing before and after swimming lessons.

Details of any additional arrangements will be recorded in the pupil's individual health care plan or APDR plan for SEND children or risk assessments.

Staff will always encourage children to attempt undressing and dressing unaided.

9. Offsite visits

Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

Consent from a parent will be obtained and recorded prior to any offsite visit.

10. Toileting

For pupils in the Early Years Foundation Stage, please see the EYFS Intimate Care Policy.

For older children; members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet.

The toilet is checked to assess whether it is clean before use and toilet paper is well stocked.

Gloves and aprons will be worn before each change, and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

All pupils will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing pupils and will not make negative facial expressions or negative comments. Pupils' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible.

Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a pupil has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age.

To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

11. Providing comfort or support

Pupils may seek physical comfort from staff (particularly in EYFS).

Where children require support, staff will be aware that physical contact must be kept to a minimum and should be child initiated.

When comforting a child or giving reassurance the member of staff's hand should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

A child within EYFS who is upset may be consoled by:

- holding hands with an adult;
- being picked up and carried by an adult;

- being reassured through calming words;
- being comforted by sitting on the adult's knee until they have regained a sense of calm.

In Year 1 a child who is upset may be consoled by:

- being reassured through calming words;
- being encouraged to walk rather than be carried;
- being comforted by sitting on the adult's knee until they have regained a sense of calm;
- holding hands with an adult.
- *Please note, it is ALWAYS the child's decision whether they wish to sit on an adult's knee or hold an adults hand.*

From Year 2 to Year 6 children may be consoled by

- an adult saying calming words;
- an adult putting their arm around the shoulder of a child who requires it, as appropriate;
- If the child needs to sit down to be consoled this should be on a chair with the adult sat next to them. Again if deemed appropriate to the child, they may put their arm around the child's shoulder.
- If an adult is sat facing a child, an appropriate space must be left between.
- *A child should not be hugged in face to face contact with an adult.*

The above are guidelines, and some children may require support for there developmental stage. Where this is the case, this would typically be covered in positive handling / individual behaviour plans.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way that communicates that the touch, rather than the child, is unacceptable. If this persists, parent/carers will be notified.

12. Monitoring and review

This policy is reviewed every three years. All changes are communicated to relevant stakeholders.

The scheduled review date for this policy is Autumn 2028.

Record of Intimate Care Intervention for Year 1- 6 (separate recording system for EYFS)

[illegible]

Toilet Management Plan (Children Reception – Year 6) (See EYFS Intimate care policy for nurseries)

Pupil's name:	Class/year group:
Name of personal assistant:	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Pupil will try to	Personal assistant will	Parents will	Target achieved date

Signed _____ Parent

Signed _____ Personal assistant

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)

Intimate Care Permission Form (For children requiring regular support)

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
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)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact(s) and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact(s), 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.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	