



<b>The Oxford Diocesan School Trust</b>	<b>Grove CE Primary School</b>
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# GROVE CE PRIMARY SCHOOL

## Grove CE School Intimate Care Policy

Approval date: May 2024

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Grove CE Primary School  
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Grove  
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## SECTION A

### 1. AIMS

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights and wellbeing of children are safeguarded.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010.
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

### 2. LEGISLATION AND STATUTORY GUIDANCE

This policy complies with [statutory safeguarding guidance](#).

It also complies with our funding agreement and articles of association.

## **SECTION B**

### **B1. ROLE OF PARENTS**

#### **B1.1 Seeking parental permission**

For children who need routine intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought via text or telephone call before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

#### **B1.2 Creating an intimate care plan**

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be considered. If there's doubt whether the child can make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

#### **B1.3 Sharing information**

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

### **B2. ROLE OF STAFF**

#### **B2.1 Which staff will be responsible.**

Any roles who may carry out intimate care will have this set out in their job description. This includes teachers, teaching assistants and support staff.

Where intimate care is not detailed in a job description, then only staff members who have indicated a willingness to do so will be required to perform such tasks.

All staff carrying out these tasks must be properly trained.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

## **B2.2 How staff will be trained.**

Staff will receive:

- Training in the specific types of intimate care they undertake, where necessary.
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible.

They will be familiar with:

- The control measures set out in risk assessments carried out by the school.
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

## **SECTION C.**

### **C1 PROCEDURES**

Intimate care procedures will only be conducted when 2 adults are present. It is preferable for both adults to have undertaken intimate care training, however it is acceptable (when staffing needs require) for just one adult to be appropriately trained.

Male members of staff to may change female pupils if they have an enhanced DBS with a barred list check and are in the presence of another staff member.

Female members of staff to may change male pupils if they have an enhanced DBS with a barred list check and are in the presence of another staff member.

Procedures will be carried out in the pupil toilets or a safe space away from other pupils and adults.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

When carrying out procedures, the school will provide staff with: Protective gloves, plastic aprons, cleaning supplies, changing mats, plastic bags for storing soiled items and bins.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

### **C2 SAFEGUARDING**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the designated safeguarding lead.

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.

## **SECTION D**

### **D1. MONITORING ARRANGEMENTS**

This policy will be reviewed by the SENCo annually. At every review, the policy will be approved by the Performance and Standards committee.

### **D2. LINKS WITH OTHER POLICIES**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- SEN
- Supporting pupils with medical conditions

## Appendix 1

**Intimate Care Parent/Carer Consent Form**

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Address	
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 I have any concerns	<input type="checkbox"/>
<p>I <b>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).            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"/>
Parent/carers signature	
Name of parent/carers	
Relationship to child	

## Appendix 2

**Intimate Care Plan**

<b>PARENTS/CARERS</b>	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	At least one of the two members of staff will have intimate care training.
Where care will take place	Grove CE Primary pupil toilets or other private space
What resources and equipment will be used, and who will provide them	School will provide protective gloves, plastic aprons, plastic bags and bins to staff use. Parents to provide nappies (if required), wipes and clean clothing including clean underwear
How procedures will differ if taking place on a trip or outing	Usual procedure but in available toilet or private area.
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	
Signature of parent or carer	
Date	
<b>CHILD</b>	
Do you mind having a chat when you are being changed or washed?	
Signature of child	