



# Fingringhoe

Church of England (VA) Primary School

---

## Intimate Care Policy

---

Approved by Governors: June 2025

Review: November 2027

## **Introduction**

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the 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 safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

## **Principles**

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

## **Definition**

Intimate care is defined as:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Toileting and intimate care

## **Supporting dressing/undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in Early Years and KS1. Staff will always encourage children to attempt undressing and dressing unaided as part of their personal development.

## **Providing comfort or support**

Children may seek physical comfort from staff (particularly children in EYFS and KS1). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of

staff's hands should always be seen, and a child should not be positioned close enough 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.

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 which communicates that the touch, rather than the child, is unacceptable.

### **Medical procedures**

If it is necessary for a child to receive medicine during the school day, parents must fill out a permission form from the school office before the school agrees to administer medicines or medical care. Staff responsible for administering medication should check:

- The pupil's name matches that on the medication provided
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Headteacher has ultimate responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Medicines should be kept in a secure place, not accessible to pupils, and arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

### **Toileting and intimate care**

We are aware that all learners need open access to clean, well-stocked and safe toileting provision and that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. Our main aim is to ensure that our learners are safe, secure and protected from harm. We also recognise that not only is it in the best interests of the whole school community to maintain clean, hygienic toilet facilities, but that it is everyone's responsibility to help ensure that they remain this way.

We respect our learners and encourage them to achieve their potential; this includes encouraging them to be as independent as they are able with their personal care. We will work with the whole school community to ensure access to clean, well-stocked private and safe toilet facilities for all. We will work with learners, parents/carers to promote bladder and bowel health and maximum possible continence.

We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

Where learners are not able to be fully continent, we will ensure that an individual care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change. When an intimate care plan is written for a pupil, the following delegation of responsibility applies:

### **Parent/carers responsibilities**

- Parents/carers must ensure that they provide all relevant information to the school, as soon as possible. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.
- Parents/carers should work with the school to develop and agree a care plan.
- Parents/carers must make sure that the school always has required equipment available for their child's intimate care or toileting needs.
- Parents/carers must ensure that the school has current emergency contact details.

### **Learner responsibilities**

- To respect the toileting space and others' use of that space and right to privacy.
- To let school staff know if there is a problem with respect to the toileting/intimate care space.
- To be as involved as possible in their intimate care and with their care plan.
- To let school staff know when they are aware that they need assistance.
- To let their parent/carers or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

### **Governors' responsibilities**

- To ensure there are appropriate toileting facilities to meet the needs of all their learners, including those with bladder and bowel health issues.
- To ensure that sufficient staff are trained to meet the needs of their learners.
- The governing body will ensure that this policy is monitored and reviewed at least every three years.

We will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. If, in exceptional circumstances, none of the named staff members for an individual are available, we will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

The school will take into account the religious views, beliefs and cultural values of the learner and their family, as well as the learners gender identification and individual physical needs (e.g. periods, catheterisation, stoma care etc) as far as possible in provision of appropriate toileting facilities and when undertaking or supporting required individual personal care.

The school will work with all learners to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

The school will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

We will act according to our safeguarding policy and procedures if there are any concerns for the learner's wellbeing.