



Intimate Care Policy

Name	Intimate Care Policy		
Agreed by	GB School Improvement Committee		
Date agreed	22/10/25	Review date	Autumn 2028
Signed & dated			

Introduction

Malmesbury Primary school has learners who may require additional support, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the

school is to ensure that our learners are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

Malmesbury Primary School respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. 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

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

All staff will have a full DBS check and have regular safeguarding training.

Where learners are not able to be fully continent, we will ensure that a toileting plan (Appendix A) 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 toileting plan will be reviewed at least annually or sooner if the learner's needs change.

School 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 toileting plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on toileting plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school 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.

A written record will be kept of all support with intimate care (Appendix B). This will include the date and time of the care, who was present and any care given that has differed from the toileting plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

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 considered.

School will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

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.

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

There only needs to be one member of staff changing a child at any one time. In exceptional circumstances there may be an additional member needed to support.

SOS bags/ boxes will contain relevant equipment necessarily to carry out intimate care e.g. aprons, masks, cleaning products, gloves, baby wipes

Yellow bins will be provided to dispose of used nappies.

Governors responsibilities

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 two years.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. 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. During this time parents/carers should expect some marked underwear due to inefficient wiping.

Parents/carers should work with school to develop and agree a toileting plan (Appendix A)

Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs e.g. wipes, nappy sacks and nappies/ pull ups

Parents/carers must ensure that school always has their emergency contact details.

Learner responsibilities

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/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy

Appendix A:



<u>Toileting Plan Dated:</u>							
Name:				Class/Year:			
Behaviour							
How does the child feel about this procedure in general?							
Does the child cooperate?							
Rarely	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>	Always	<input type="checkbox"/>	Unpredictable	<input type="checkbox"/>
Instructions							
To take place in:							
Equipment needed:							
Name/Number of adults needed:							
Role of each adult:							
Potential hazards and prevention plans:							
Strategies that help – Tips							

