



Intimate Care Policy

Isebrook School

ABOUT THIS DOCUMENT:

Purpose

The purpose of this Intimate Care Policy is to give clarity to staff, parents/carers on the guidelines and expectations of Isebrook School for students requiring Intimate Care whilst in School or accessing offsite activities.

Complied by: Lynn Johnston	Date: Sep 24
Committee: LGB	Date agreed by Governors: Jan 25
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1. Policy Statement and Aims

Policy Statement

Vision, mission and values

At Isebrook School we acknowledge that some of our students need flexible, individual curriculums and occasionally (when relevant) timetables to meet the needs outlined in their EHCP (Education Health & Care Plan).

Purpose and intent

Our curriculum and environment need to be inclusive and accessible, providing opportunities for all students to succeed. The provision of respectful, dignified and appropriate Intimate Care, allows students to access their learning without discomfort, or embarrassment.

Isebrook School has a commitment to ensuring that such provision represents our core values of:

- Respect
- Compassion

- Responsibility
- Achievement

One size does not fit all. We tailor our universal policy so that it fits the needs of most, but Isebrook School students have a range of Social, Emotional, and Mental Health needs, and many have co-existing diagnoses such as Autism, ADHD, ODD, PDA, Attachment Disorder or needs, anxiety or Sensory processing difficulties. All of these needs must be considered when formulating guidelines for the provision of Intimate Care.

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 every student are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their student 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 that involves toileting, washing, changing, touching or carrying out an invasive procedure to student's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory guidance and has due regard to legislation including but not limited to:

- The Equality Act 2010
- Special Educational Needs and Disability Act 2001
- General Data Protection Regulations 2018
- The Education Act 2002 (Section 175)
- Keeping Children Safe in Education (KCSIE) 2024
- The SEN Code of Practice 2015

It also complies with our funding agreement and articles of association for each student as detailed within their Education Health Care Plan (EHCP)

3. Role of parents/carers

3.1 Seeking parental permission

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

For students 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/carers (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 before performing any intimate care procedure.

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

3.2 Creating an intimate care plan

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

The school will work with parents/carers 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 understanding, the preferences of the student will also be taken into account. If there's doubt whether the student is able to make an informed choice, their parents/carers 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.

See appendix 1 for a blank template plan

3.3 Sharing information

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

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description or covered within the additional duties as requested within the role. As Isebrook School is a Special School, this may differ from class to class and across academic years. This includes Teaching Assistants(all levels), Pastoral Staff and Learning Mentors.

No other staff members can be required to provide intimate care. 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.

4.2 How staff will be trained

Staff will receive:

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

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

5. Intimate care procedures

5.1 How procedures will happen

It is best practice from a health and safety, and safeguarding perspective, to have 2 members of staff present during intimate care activities. If it is not possible, then a named individual stated on the student's care plan and SoSafe People and Relationship book may carry out activities alone, however this must be in exceptional circumstances and must be reported to a member of the leadership team and /or DSL before and after the activity.

Depending on the students, parents/carers and staff wishes, it is permissible for male members of staff to change female pupils, as long as they have an enhanced DBS with a barred list check and they are part of a two staff team whilst the activity is completed.

Procedures will be carried out in hygiene rooms or accessible toilets, wherever is most accessible for the student at time of need, or in line with student preferences.

When carrying out procedures, the school will provide staff with:

- protective gloves
- protective aprons
- wipes and pads as necessary
- cleaning supplies
- changing mats
- hygiene bins.

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

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

5.2 Concerns about safeguarding

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

If a student is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Headteacher, Designated Safeguarding Lead, or DDSL

If a student makes an allegation against a member of staff, the responsibility for intimate care of that student will be given to another member of staff as quickly as possible and the allegation will be investigated by reporting the incident to the Headteacher via MyConfide, who will carry out the necessary investigations and hold the decision regarding reporting to the Local Authority Designated Officer (LADO)

6. Monitoring arrangements

This policy will be reviewed by the Headteacher and/or the SEN & Inclusion Lead] annually At every review, the policy will be approved by the governing board.

7. Links with other policies

This policy links to the following policies and procedure and in conjunction with the policies of Creating Tomorrow.

- Safeguarding Policy
- Health and Safety Policy
- SEN & Inclusion Policy
- Relationship Policy
- Anti Bullying Policy

Appendix 1: template intimate care plan



Intimate Care Plan

Name:	Class:	Diagnosis/Difficulty:
Compiled by:	Date:	Review interval:

STUDENT VIEWS	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of student (if appropriate)	
Date	

PARENTS/CARERS VIEWS	
Name of student	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing off school site.	
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 student	
Signature of parent or carer	

This plan will be reviewed twice a year or when required due to change in circumstances or need

Appendix 2: template parent/carers consent form



Consent for Intimate Care of Student whilst at School

Student Name:	Name of Parent/Carer:
Class:	Contact Details:

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
I give permission for the school to provide appropriate intimate care to my student (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my student's personal care (e.g. if medication changes or if my student has an infection)	<input type="checkbox"/>

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
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 do not give consent for my student to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my student 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 student needs urgent intimate care, staff will need to provide this for my student, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to student	
Date	

This consent should be renewed annually and in conjunction with review of the Intimate Care Plan.