



Mount Pleasant Federation of Schools
Intimate Care Policy
Autumn 2024



Name of Policy:	Intimate Care Policy		
Statutory Policy	Yes	Non Statutory Policy	
Date of Ratification	11.12.24		
Date of Review	Autumn 25		

To be read in conjunction with the following policies and documents	
Policy/Document	Appendix
Accessibility Plan	Our Ethos and Vision
Equalities and Diversity Policy	Individual Health Care Plan
Supporting Children with Medical Needs Policy	Intimate Care Consent
Safeguarding and Child Protection Policy	Intimate Care Poster
Equality Act 2010	

Our school policies are designed to meet with our information and communication sharing protocols in that they should be ‘meaningful and manageable’. All policies have a similar format, designed to fulfil a specific purpose and answer a simple question:

- **Rationale – why do we need this policy?**
- **Aim – what is the main purpose of this policy?**
- **Objective – how will we achieve the aim?**
- **Proactive: how do we work proactively, planning and designing our work?**
- **Reactive: how do we react to situations that are new or when change has occurred?**
- **Best practice: when working most effectively, what does our policy look, sound and feel like?**
- **Who to speak to regarding this policy: Which members of staff, teams or governors are linked to this policy?**

Policies are supported by:

- **Other school policies**
- **Government documents**
- **Local Authority documents**
- **Our school produced documents**

This Policy relates to Article 2, Convention on the Rights of the Child



Rationale:

We believe that 'the child is at the centre of all that we do' (Our Ethos and Vision). Both of our schools are committed to the principle of inclusion. In an environment where our children's personal story, culture and history matter, we recognise that a child's progress is individual to them. Some children require provision which is 'additional to' and 'different' from what is provided for other children of the same age. Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate, personal areas.

The purpose of an Intimate Care Policy demonstrates how we follow the laws and rules, to provide appropriate care for those who require it and to safeguard our children and staff.

Aim:

Our overall aims ensure that:

- The dignity, rights and wellbeing of children are safeguarded
- Children with intimate care difficulties are not discriminated against
- Intimate care is carried out by staff, in line with any agreed plans
- Parents are assured that staff are knowledgeable about intimate care and the needs of their children are provided for
- Staff carrying out intimate care do so within the guidelines
 - Health and safety
 - Manual handling
 - Safeguarding

Objective:

To realise our aim, we work to:

- Co-produce plans and procedures with all stakeholders
- Build effective partnerships between home and school
- Include all children
- Adapt provision
- Provide routines to allow for intimate care to take place
- Train our teaching staff in relevant procedures

Proactive:

At Mount Pleasant Federation of Schools, co- production with parent to develop a plan suited to the child's personal needs is essential. The process will look as follows:

Seeking parental permission:

- For children who need routine or occasional intimate care, parents will be asked to sign a consent form
- For children with more complex needs, an intimate care plan will be created in consultation with parents

Creating an intimate care plan:

- Are co-produced between parents, school and child (when possible) and any 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
- Information will be shared with parents as needed to ensure a consistent approach
- Parents will also need to share relevant information regarding intimate care
- The plan will include developing independence
- The plan will be reviewed annually

Training of staff:

- 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 child to have as much participation as is possible

Clear procedures:

- The procedure will always be carried out in pairs
- Staff are provided with appropriate equipment, for example:
 - Protective plastic aprons
 - Protective plastic gloves
 - Cleaning supplies
 - Changing mats
- Any soiled clothing will be contained securely and returned discretely to parents at the end of the day
- Any intimate care carried out will be recorded in the bound book, centrally stored

Open and honest communications:

- If there are concerns about physical changes in a child's appearance, 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:
 - staff members will report the incident immediately to Heads of Schools
 - The incident will be recorded on the school's safeguarding management software CPOMS
 - A discussion will take place with parents immediately
- If a child makes an allegation towards a member of staff:
 - The responsibility of intimate care will be given to another member of staff
 - The allegation will be investigated according to the school's safeguarding procedures

Reactive:

At times, we will need to work reactively to meet the needs of the child. This support may look like:

- When a new medical diagnosis is given
- Changing of clothes in response to an accident in the school setting e.g. water play, wet weather. Parents will be informed by the class teacher at the end of the school day
- When school does not have permission and intimate care is needed, parents will be contacted to gain consent
- When intimate care is urgently required and school is unable to get hold of parents, the procedure will be carried out to ensure the child is comfortable. Parents will be informed at the end of the day
- Where clothing is not provided by home, school will provide temporary clothing

Best Practice:

We create a welcoming environment for all our children. As a school we:

- Have strong relationships with our families
- Build open and honest relationships between our parents and staff
- Have developed a strong induction process for new children
- Explore the Protected Characteristics through our WISE curriculum
- Have a shared understanding of the Protected Characteristics
- Are a Rights Respecting School

Who to speak to regarding this policy:

If you are concerned that this policy applies to your child, or you are concerned about your child in relation to intimate care, contact:

1. Your child's class teacher
2. Look at the Child Protection and Safeguarding Policy and other related policies on our website
3. Pastoral Lead Officer, Miss Naomi Hanspal
4. The SENDCo, Mrs Helen Brennan
5. Head of Inclusion, Miss Amy Warbey
6. Safeguarding Governor, Mrs Tasnim Curtis Health and Safety Governor, Mrs Nazia Kousar