



Foxhole
Learning
Academy



Intimate Care Policy

Version Number	Version 2
Date Adopted by Governors	14 th October 2024
Scheduled Review Date	Autumn 2026
Statutory or Best Practice Policy	Best Practice
School or Trust Policy	School

We want to ensure that your needs are met.
If you would like this information in any other format, please contact us on
01637 303106 or email info@kernowlearning.co.uk.

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Introduction

Foxhole Learning Academy is aware that some pupils may require assistance from members of staff for personal care, including toileting, either due to their age and developmental stage, or as a result of disability or medical need.

Aims:

Our intimate care policy aims to

- Provide a clear framework for staff to ensure the wellbeing, dignity and rights of all pupils who need support with personal care are safeguarded.
- Clarify for pupils and their families the support they can expect from our school.
- Ensure that staff carrying out intimate care do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols) that safeguard themselves and the pupils involved.

Principles

Foxhole Learning Academy respects our pupils and supports them to achieve in all aspects of academic and personal development. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our pupils are:

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

Responsibilities

School Responsibilities

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

Where learners are not able to be fully continent, we will ensure that an intimate care plan is written to ensure their needs are clarified and met. Intimate care plans will be developed in partnership with parents, carers and any relevant professionals. At Foxhole Learning Academy we recognise the importance of the voice of the child and will include their views wherever possible and in an age appropriate way. The intimate care plan will be reviewed at least annually or sooner if the needs of the pupil change.



If there is no plan in place, but intimate care is needed, parents/carers will be contacted to seek permission and share an update. If a parent/carer cannot be contacted, the child will be supported with intimate care as part of our school's duty of care and parents/carers will be informed as soon as possible.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care 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 our safeguarding policy.

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

School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

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.

Governor's 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 three 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.



- Parents/carers should work with school to develop and agree a care plan – see Appendix A.
- Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.
- 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:

- Safeguarding policy
- Behaviour policy
- Managing medical needs in school policy
- Health and safety policy
- SEND policy



Intimate Care Plan

Child's Name:		DOB:	
Date of Plan:		Review Date:	

Plan Rationale

Area of Difficulty	Situation	Action

I give permission for staff at Foxhole Learning Academy to assist (child's Name) as described above with regards to his/her toileting.

Parent Name:			
Signed:		Date:	

Parent Name:			
Signed:		Date:	

Staff Name and Role:			
Signed:		Date:	



Appendix B:

Intimate Care Log

Child's Name:		DOB:	
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Date and time	Comments	Staff names and signatures
		Adult 1: Adult 2:
		Adult 1: Adult 2:
		Adult 1: Adult 2:
		Adult 1: Adult 2:
		Adult 1: Adult 2:
		Adult 1: Adult 2:
		Adult 1: Adult 2: