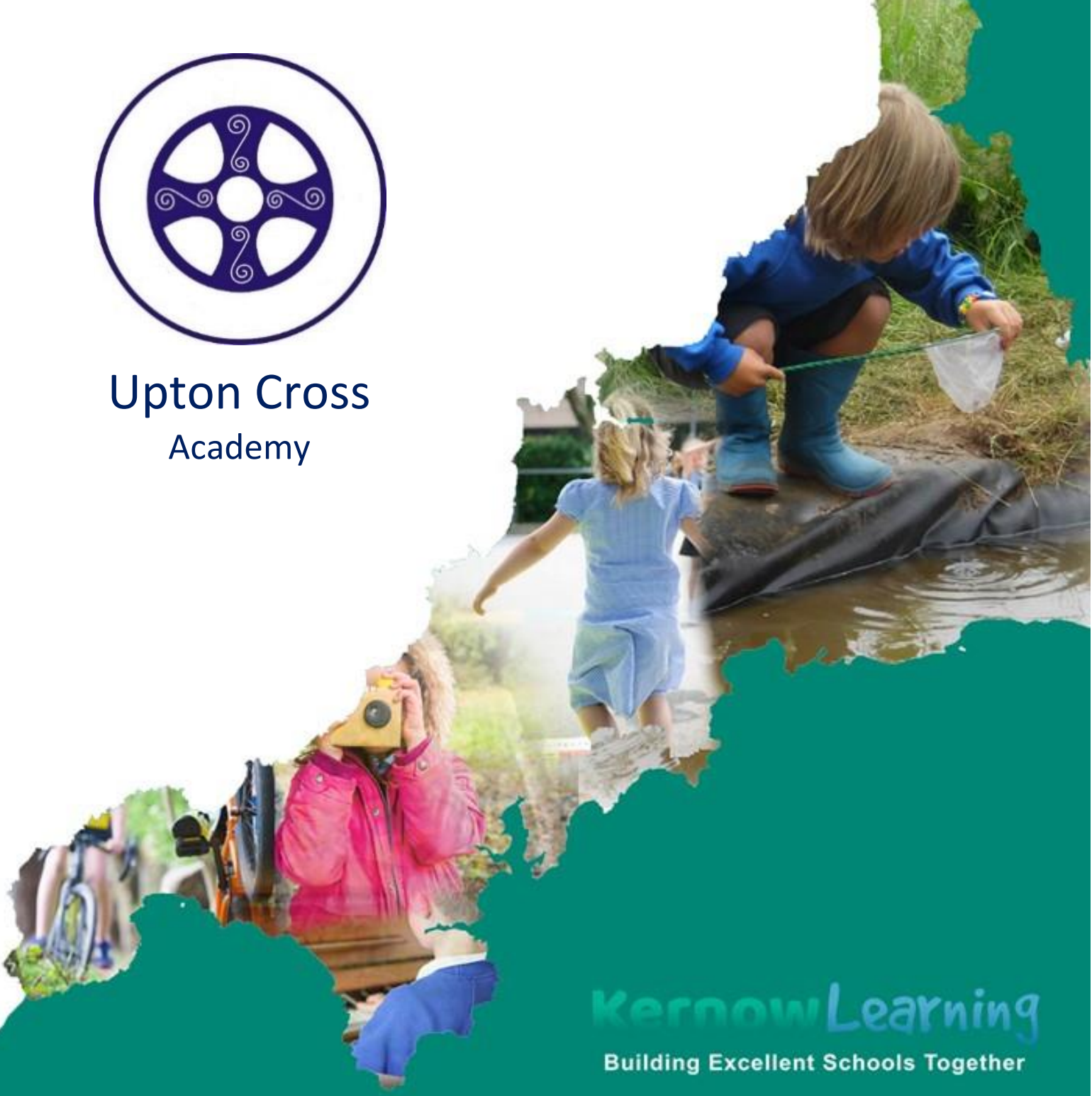




Upton Cross  
Academy



Kernow Learning  
Building Excellent Schools Together

## Intimate Care Policy

Version number:	V2
Date adopted by LGB:	Spring 2025
Scheduled review date:	Autumn 2026
Statutory or Best Practice policy:	Best Practice
Appendices:	No
School or Trust policy:	School

### Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01579 362519 or email [uptoncross@kernowlearning.co.uk](mailto:uptoncross@kernowlearning.co.uk)

## **INTRODUCTION**

Staff who work with young children or vulnerable children/young people who have special needs, will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Upton Cross Academy work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding.

Upton Cross Academy is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

## **OUR APPROACH TO BEST PRACTICE**

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans (appendix 1) may be drawn up for particular children as appropriate to suit the circumstances of the child and in consultation with parents/carers (appendix 2). These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and relevant health issues.

Upton Cross Academy recognises that every child has the right to be accepted for who they are without regard to race, culture and beliefs and will ensure that the values of the parent/carer and child/young person are taken into account when developing an individual intimate care plan.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where

possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan, if they have one. If a care plan is not required, these will be shared verbally with the parents/carers and any intimate care carried out will be discussed honestly and openly. The member of staff who carried out the intimate care will log this in the intimate care logbook. The needs and wishes of children and parents will be carefully considered alongside any possible constraints, e.g. staffing and equal opportunities legislation. This will be updated during Annual Review or at other times when changes are necessary.

As a child approaches puberty or where a medical condition sees the early onset of puberty, the school will ensure that the individual intimate care plan is reviewed with the parent/ carer to take into account the views and needs of the child/young person.

Each child/young person will be told to speak to an adult if they have any issues or concerns that they may have about the quality of care they receive.

### **THE PROTECTION OF CHILDREN**

Upton Cross Child Protection Procedures will be accessible to staff and adhered to.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, eg marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguarding Lead and logged onto Edgen: Safeguarding Manager. A clear record of the concern will be completed and referred to social care and/or the Police if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

**This policy was approved by the Local Advisory Board: Spring 2025**  
Annual review is recommended.

### Appendix 1: Template intimate care plan

<b>Parents/ carers</b>	
Name of child	
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 procedure will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent (s)/ carer(s)	
Relationship to the child	
Signature of parent (s)/ carer (s)	
DATE:	
<b>Child (if appropriate)</b>	
How many members of staff would like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
DATE:	

This plan will be reviewed twice a year.

Next review date:

## Appendix 2: Template parent/carer consent form

Permission for school to provide intimate care	
Name of child	
Date of Birth	
Name of parent/ carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	
I will advise the school of anything that may affect my child's personal care (e.g. of medication changes or if my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns.	
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. to be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	
Parent(s)/ carer(s) signature:	
Name of parent(s)/ carer(s):	
Relationship to child	
DATE:	