

Tetney Primary School



Intimate Care Policy

Date adopted	September 2025
Updates	
Date of Review	September 2028

Introduction

Tetney Primary School is aware that some pupils may require assistance from members of staff for personal care, 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 pupils are safe, secure and protected from harm.

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

Principles

Tetney Primary School respects our pupils 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 pupils:

- Are treated as individuals
- Have their right to safety, dignity and privacy respected
- Are involved with, and consulted about, their personal care as far as they are able
- Are provided with consistency of care as far as possible

The policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) and Disability Discrimination Act 2005.

Definition

Intimate care is defined as one of the following:

- Supporting a child with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil to use the toilet
- Changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate or personal area
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

School Responsibilities

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

Where pupils are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The pupil 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 care plan will be reviewed at least annually or sooner if the pupil's needs change.

School will ensure that anyone who undertakes intimate care is suitably trained and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be

involved in providing support with intimate care to a pupil. School will ensure that sufficient staff are named on care 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. This act of care would be reported to a senior member of school staff and to the parents 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. 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.

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 pupil and their family as far as possible when undertaking personal care.

School will work with the pupil 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 pupil's wellbeing.

Parent Responsibilities

Parents 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 must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents should work with school to develop and agree a care plan.

Parents must make sure that school always has required equipment available for their child's intimate care or toileting needs e.g. nappies, wipes, creams, nappy sacks, spare clothes/underwear.

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

Care Plans

Staff in our school work in partnership with parents to provide care appropriate to the needs of the individual child and produce a care plan together. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, the reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal)
- Child's level of ability i.e. what tasks they are able to do by themselves
- Respect for any cultural or religious related aspects to intimate care
- Care plan updated as part of termly SEN review with parents or when change of need is communicated by parents.



Intimate Care Policy - Personal Care Plan

Name of child:	
Class:	
Care required:	
Planned episodes of care: (outlining timings)	
Planned adult(s) providing care:	
Detail of child's level of independence:	
Additional equipment required:	
Any additional information:	
Planned review date:	

Signature of Parent:.....

Print Name:.....

Date:.....

Signature of School Representative:.....

Position:.....

Date:.....