



Intimate Care Policy

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| Name of Headteacher: | Tom Johnston |
| Date Policy approved and adopted: | Sept 2025 |
| Date Due for review: | Sept 2028 |

Equality at Merdon Junior School

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Merdon Junior Intimate Care Policy

At Merdon Junior School we are aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the 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 learners are safe, secure and protected from harm.

Aim

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

Principles

At Merdon Junior we respect our learners and encourage them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We ensure that our learners are:

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

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 a care plan is written to ensure their needs are clarified and met. The learner 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 learner's needs change.
- School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. School will ensure that sufficient staff are available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, no staff members familiar to the plan and individual are available, school will contact the family for consent to involve a different member of staff. If a child is not consenting for intimate care, parents will be called.
- Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers 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. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

- Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible, the learner'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 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.
- 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:

- The safeguarding policy
- Confidentiality Policy

- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy

| Intimate Care Plan | |
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| Name of child | |
| Type of intimate care needed | |
| How often will care be given | |
| What training will staff 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 | |
| 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 child | |
| Signature of parent or carer | |
| Date | |
| Date for review | |
| Child's views | |

| 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) | <input type="checkbox"/> |
| I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection) | <input type="checkbox"/> |
| I understand the procedures that will be carried out and will contact the school immediately if I have any concerns | <input type="checkbox"/> |
| I do not 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. be washed and changed). 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. | <input type="checkbox"/> |
| Parent/carer signature | |
| Name of parent/carer | |
| Relationship to child | |
| Date | |

Evaluation and Review

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| Date of Ratification | September 2025 |
| Date for Next Review | September 2028 |
| Comments: New Policy as of Sept 2025 | |