

INTIMATE CARE POLICY

This Policy was ratified by the GLC Board	Autumn 2025
This policy will be reviewed on	Autumn 2026

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

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Intimate Care Policy

Principles

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

This intimate care policy should be read in conjunction with the schools' policies as below:

- Safeguarding and Child Protection policy
- Staff Code of Conduct
- Staff Whistleblowing policy
- Health and Safety policy and procedures
- Supporting pupils with medical conditions policy

The GLC is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

Where appropriate, members of staff are made aware at interview that giving intimate care to pupils is an essential part of the work.

All staff undertaking intimate care must be given appropriate advice and support.

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Principles of Intimate Care

The following are the fundamental principles upon which the Policy is based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities;
- Every child has the right to express their views on their own intimate care and to have such views taken into account. These views may be expressed non verbally, or through behaviour and should be considered;
- Every child has the right to have levels of intimate care that are as consistent as possible.

Definition

Intimate care can be defined as any care which involves washing, touching, or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting, or dressing.

It also includes supervision of pupils involved in intimate self-care.

Best Practice

Parents will be aware where intimate care procedures are required, and how often.

Any historical concerns [such as past abuse that are known] are taken into account when undertaking intimate care.

School nurses will train staff to intimate care procedures which require medical sign off. All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

Staff who provide intimate care are trained in personal care [e.g., health and safety training in moving and handling] according to the needs of the pupil.

Staff will be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and cleaning of changing beds etc.

Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication [verbal, symbolic, etc] to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer. Adults who assist pupils with intimate care would be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks. Where students are on placement with a nursery arrangements will be made for them to have supervision whilst completing intimate care, with permission from parents/carers.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health & Safety guidelines should be adhered to regarding waste products and the bins provided for sanitary waste must be used.

No member of staff will carry a mobile phone, iPad or similar device whilst providing intimate care.

Child Protection

The Governors and staff recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.

The school's child protection procedures will be adhered to.

From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults [including those who are involved in intimate care and others in the vicinity] will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Where appropriate, pupils 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 pupil's presentation, e.g. unexplained marks, bruises, etc s/he will immediately report concerns to the safeguarding leads. It may be appropriate to seek advice from the school nursing team.

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the safeguarding leads. The matter will be investigated at an appropriate level and outcomes recorded. Appropriate action will be taken.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Head of School [or to the Chair of Governors if the concern is about the Head of School] who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Head of School or to the Chair of Governors, in accordance with the child protection procedures and 'Whistle-blowing' policy.

Medical Procedures

Some pupils require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication or managing catheters. These procedures will be discussed with parents/carers, documented in the individual healthcare plan and will only be carried out by staff who have been trained and signed off as competent to do so by the school nursing team.

Appendix 1: Pre-questions and Intimate Care Plan

Pre-questions

TO PARENTS/CARERS	
This question will be included to all pupils in Early Years	I give permission for a member of staff to change my child's clothing if they are wet or soiled
These 2 questions will be for all nursery pupils	<ul style="list-style-type: none"> - I give permission for a member of staff to apply barrier cream for nappy rash - I give permission for a member of staff to change my child's nappy

Intimate Care Plan

PARENTS/CARERS	
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 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	
CHILD	
How many members of staff would you like to help?	

PARENTS/CARERS	
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:

To be reviewed by:

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
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"/>
<p>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).</p> <p>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).</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>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
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Date	
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