



East Midlands Academy Trust

Intimate Care Policy

'Every child deserves to be the best they can be'



Scope: East Midlands Academy Trust & Academies within the Trust	
Version: V3	Filename: EMAT Intimate Care Policy
Approval: June 2025	Next Review: April 2026 <i>This Policy will be reviewed annually and approved by the Trust CEO.</i>
Owner: Trust Head of Inclusion	Union Status: Not Applicable

Policy type:	
Non-Statutory	Replaces Academy's current policy

Revision Date	Revisor	Description of Revision
June 2025 v3.1	C Hamblett	Updated p4 with school specific information
April 2025 v3	Head of Inclusion	To bring in line with updated legislation and to meet the need of higher acuity pupils, support parental & pupil involvement in development of care plans and clarify processes to ensure dignity and safety of those involved.
April 2023 – V2	Thompson Team	Minor Revisions as marked

EMAT Intimate Care Policy

“Intimate care is care which involves contact with parts of the body that we usually consider to be private.”

Barnado’s Carers’ Handbook.

East Midlands Academy Trust and **Stimpson Avenue Academy** are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise the 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. The child’s welfare and dignity are of paramount importance. Every child’s right to privacy will be respected.

This policy should be read alongside the publications [Guidance on the provision of intimate care.pdf](#) (2018) from the Education Authority and [Intimate care of children | NSPCC Learning](#) (2024). Providing Intimate care is a reasonable adjustment for children and young people who need assistance with intimate tasks. This is a statutory right under the Equality Act (2010).

Rationale

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing personal care must be aware of the need to adhere to good child protection practice to minimise the risks for both children and staff. We recognise that the needs of our pupils will change throughout their journey in school, but their rights will remain the same.

Aims

The aims of the policy and procedures are:

- To safeguard the dignity, rights and well-being of children.
- To ensure that children are treated consistently and with sensitivity and respect, when they experience personal care
- To ensure that every reasonable effort to respect and carry out the child’s care choices or preferences (when a child can express these views) or those given by a child’s parent/carer is upheld when providing personal care.
- To ensure that intimate care is carried out by staff in line with agreed care and support plans.
- To ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken into account.

- To reassure parents (and social workers where applicable) that staff are knowledgeable about intimate care and that the individual needs are met.
- Children and young people who require personal care are not discriminated against, in line with the Equality Act 2010.

Legislation and Guidance

This policy has been developed in line with:

- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2023)
- Equality Act (2010)
- Disability Discrimination Act (1995)

It must be read and applied alongside the schools' (and Trusts)

- Safeguarding Policy
- Safe Touch Policy
- Accessibility Plan
- Health and Safety Policy
- Supporting Pupils with Medical Needs and Administering of Medication Policy
- Data Protection Policy
- Speak Up Policy
- Equality Policy
- Dealing with Allegations against Staff Policy

Principles

As a school we have a duty of care to all children, and this includes attending appropriately to their personal needs. At Stimpson Avenue Academy we believe that children are entitled to have their personal needs met by people they know and trust. During the course of a session, should a child require personal care, a member of staff (a familiar member of the team) will attend discretely and sensitively to their needs in a quiet, designated area.

Stimpson Avenue Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise the 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. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected. The way our staff discharge their duty will be appropriate to the need and age of the child.

The school is committed to ensuring that all staff undertake their responsibilities in such a way that the rights, dignity and welfare of the children is protected. The school is committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring. All school staff receive child protection training, undertaken to help children do as much as possible for themselves and develop each child's ability to achieve independence. Staff receive appropriate specialised training and are provided with facilities and equipment to ensure safety, privacy and dignity. An intimate care plan is drawn up for each child requiring such assistance and is carefully planned and agreed in consultation with parents and child. Provision is monitored and regularly reviewed to ensure that policy and procedure is adhered to, and that children and staff remain comfortable with the school's arrangements.

Children with special educational needs and disabilities

Children with special educational needs or disabilities (SEND) or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs, and
- communication barriers and difficulties in managing or reporting these challenges.

(Keeping Children Safe in Education)

To address these additional challenges, we will provide children who require intimate care with additional support in the form of a specified intimate care team (named staff who are known to the child) and regular reviews of care plan.

As all of our children with intimate care plans at Stimpson Avenue Academy are also on our SEND Register, we will review the care plans as part of our termly additional SEND TLCs (Teacher Learner Conferences).

For our children who have EHCPs (Education, Health and Care Plans) we will also review intimate care as part of our focus on PfA (Preparing for Adulthood).

At Stimpson Avenue Academy, we work in close partnership with our parents and our intimate care plans aim to reflect the way parents deliver intimate care in the home setting.

We are always looking to develop our knowledge and will seek support from the school nursing / incontinence team where needed.

A helpful resource that we frequently share with parents is the ERIC website [Potty training children with additional needs - ERIC](#)

Definition

Intimate care is any assistance that involves touching a child in areas considered private while carrying out a procedure that most children are able to do for themselves, but some are unable to manage without help. This may involve help with eating, drinking, dressing, and matters of personal hygiene such as washing and toileting. In some instances, more specialised intimate assistance may be needed for children with physical or medical difficulties, e.g. changing a nappy.

Agreement

1. In order to ensure that the intimate care is provided with dignity and respect, Stimpson Avenue Academy will plan carefully liaising with the pupil and family.
2. When drawing up the Intimate Care Plan, the views of the pupil, parents/carers and staff will be taken into account by Stimpson Avenue Academy
3. Staff carrying out the Intimate Care Plan procedure should have the role specified by the DSL of Stimpson Avenue Academy and will agree to adhere to the guidance set to protect themselves and the child.
4. Staff working with pupils requiring intimate care procedures will have enhanced DBS disclosures, access to annual training in Child Protection procedures and receive specific training in intimate care procedures by approved trainers. For example, catheter removal or moving and handling training.
5. In order to ensure the best possible care for pupils who need personal or invasive procedures, identified Stimpson Avenue Academy staff will work with parents/carers and other professionals to ensure they are appropriately trained and confident.

6. Appropriate equipment necessary for Intimate Care procedure will be identified and resourced by the relevant health agencies and/or Stimpson Avenue Academy
7. It is expected that sufficient personal articles e.g. nappies/pads will be provided by the parents/carers.
8. The Intimate Care Plan should be reviewed regularly depending upon the development of the pupil or if there have been any changes in therapeutic or medical needs. It will be reviewed at least termly, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a child's needs.
9. Consideration will be given to the pupils' intimate care needs when planning a school trip or residential. The school will identify the pupils' needs and requirement and the facilities available. It will also consider what equipment/resources will need to be transferred or transported.
10. The care given will be recorded in the forms included in Appendix 1 and 2.
11. Risk assessments will be in place to ensure equality of access to all subject lessons, especially practical subjects, physical education and changing facilities where appropriate.

Rights outlined within the policy

It is really important that everyone has an agreed understanding of the rights as well as the responsibilities of those involved in the giving and receiving of intimate care. Our principles for this have been outlined below.

The child

The child has the right to assistance that respects his/her dignity, and to feel safe when being moved or handled.

The child has the right to feel comfortable with the adult's assisting him/her, and to make it known if this level of comfort is disturbed.

The child should be encouraged to engage in the care procedure, to know what is happening, and give permission at each stage.

The child should be encouraged to work towards independence and helped to do so as much as possible for him/herself.

Parents/Carers

Parents/Carers have the right to information regarding school policy and procedures designed to meet the needs of their child. The school should work closely with parents to ensure that all aspects of the care procedure are shared and understood. An intimate care plan will be created and drawn up in discussion with parents/carers.

Parents have a responsibility to ensure that all relevant information is provided to help the school assist their child in an appropriate way. Parents should meet the adult/s who will

provide intimate care to the child and be informed of the school's arrangements in the event of this person/s being absent. It is critical that this is included in the medical needs plan for each child.

The school should gain written permission from parents for the care to be provided.

Confidentiality

Information regarding agreed procedures for the Intimate Care Plan must be treated confidentially and recorded/held only in the child's school file. This will be done ensuring compliance with GDPR legislation.

Information should not be disclosed or discussed with any adults other than those with responsibility for the child's personal care and should not be referred to in the presence of other children.

Care should be provided at agreed times, at the child's request or in response to an agreed signal.

Staff should make themselves familiar with the child's manner of communication, whether verbal, sign or eye contact.

Appropriate terminology for parts of the body and bodily function should be used clarified between the child, parents, and staff delivering care.

Writing an Intimate Care Plan

At Stimpson Avenue Academy we will ensure that any child needing to receive intimate care has a plan agreed and understood by all stakeholders.

The plan will be written using the following guidance. Each plan will be bespoke and written for every individual case. The plan should have the child's safety, privacy, and dignity as paramount alongside the child's views and wishes about their preferences for care (when it can be given). Where this is not possible the parent/carer's views on care delivery should be documented.

When the plan is written up, care should be rehearsed in the bathroom with the parent/s present to ensure clarity. Following this there should be no change to what has been agreed.

The plan should include:

- Clear information regarding the assistance to be provided;
- The method of communication to be used by the child;
- The named person/s with responsibility to assist the child including arrangements for cover for absence;
- The timetable, if possible, when assistance will be provided;
- Processes for when assistance is needed that is unplanned;
- Arrangements in the absence of the named staff member

- Arrangements for practical lessons, school events and activities linked to the risk assessment;
- The means by which the arrangement will be monitored;
- Strategies to prevent or deal with questions/comments from other pupils;
- The maintenance of a record of care

The role of staff members

If the plan has been agreed and signed by parents, staff, and child if appropriate, it is acceptable to have one staff member providing care unless there are implications regarding safe handling.

Depending on the level of care required, a informed decision will be made dependent on the level of care a child needs re one or two members of staff being involved.

For personal care which involves toileting, nappy changing, wiping, or any other care that involves a staff member touching a child's intimate parts, the minimum requirement is for one person to deliver care and one person to be in the vicinity to ensure dignity of the child being changed and as a support for the adult delivering the care first hand.

When two adults are providing care at the same time to a child a further adult to be in the vicinity is not required unless there is an exceptional reason.

Two persons are required to assist if a hoist is being used. In this case the second person should be identified and made known to the child and parents.

Alternative arrangements must be in place in the absence of one or both of the named staff. However, the school should be aware that the introduction of other staff to the care context without prior arrangement can increase the vulnerability of the child and adults. An informed decision on care by a senior member of staff in conjunction with staff in this scenario should be made.

The plan should specify the care to be provided as clearly as possible e.g., undressing/cleaning the child, changing a nappy, holding child in position, etc.

The staff member should talk to the child throughout the procedure e.g. *"I am going to help you undress", "I am using a wipe to clean your bottom"*.

Staff members will treat children with dignity and respect at all times care is being delivered and ensure that young people are not neglected with regarding to intimate care or left in undignified situations.

Staff members delivering care will be familiar with individual care plans and risk assessments alongside good hygiene, health, and safety procedures.

The school will provide staff delivering care with PPE and appropriate disposal units (eg – a bin for nappies and sanitary waste).

Any soiled clothing will be contained securely and discreetly returned to parents/carers at the end of the day.

Teachers should be made aware of the care timetable, particularly if the child needs to be absent from class and should be aware of the approximate time the procedure should take. The staff member delivering care /s should ensure their return to the classroom is noted.

The plan should be signed by all contributors and reviewed on a termly basis

Training and resources

Guidance/advice may often be provided by the child's parent, and/or the child him/herself. All staff providing personal care must have received child protection training. Specialised training may be required if the child uses a wheelchair, hoist, colostomy bag or requires an invasive procedure such as rectally administered medication. This training may be arranged through the children and Young Peoples Services Directorate of the LA, and the Health Trust School Health Teams.

It is recommended that the school's arrangements in the absence of named staff should involve only members of staff who have undergone full safer recruitment procedures including background scrutiny. **Substitute or supply staff should not provide intimate care in the school setting.**

The school must provide appropriate accommodation that ensures privacy for the child and is sufficiently spacious to accommodate any other equipment the child may need, such as a changing bench or hoist. The provision of appropriate accommodation and equipment should be arranged in conjunction with the Children and Young Peoples Services Directorate of the LA.

The school should provide PPE resources to ensure that procedures are carried out hygienically. This may include disposable aprons, gloves, wipes and medicated hand washing products.

Additional requirements may include labelled bins for the disposal of soiled waste; items such as needles, catheters, etc., and arrangements for the collection of such waste. This can be arranged through the EMAT Estates team.

Schools should ensure that staff members delivering care have a means of attracting attention and assistance in an emergency.

Vulnerability to abuse

Children should be encouraged to recognise and challenge inappropriate care delivery, and behaviour that erodes their dignity and self-worth.

However, the following factors may increase a child's vulnerability:

- Experience of multiple carers
- The inability to distinguish between assistance and abuse
- The inability to communicate
- The child is not Gillick competent

While adults are protected by their adherence to procedure, the following factors may increase their vulnerability:

- The possibility of accidents
- The possibility of misunderstanding or misinterpretation
- The possibility of the child becoming aroused
- The presence of a false allegations

The school should ensure that the programme of care is monitored and both children and adults are given the opportunity to report any concerns that they may have. The school's Designated Lead for Safeguarding (DSL) may be the most appropriate person to undertake this responsibility.

Appendix 1

School: _____

Permission for intimate care

Child	
Date of Birth:	
Address:	
Parent/guardian name(s):	
<p>I/we give permission for the assistance detailed overleaf to be provided to my/our child and will advise the school of any change that may affect this provision.</p> <p>Signed:</p>	
<p>I, the child, give permission for the assistance detailed overleaf to be provided to me.</p> <p>Signed:</p>	

Appendix 2

Intimate care plan		
School:		
Pupil:	DoB:	
Diagnosis:		
The method of communication to be used by the child:		
Assistance to be provided: (e.g. undressing/cleaning the child, changing a nappy, holding child in position, etc)		
Training needs for adults:		
Timetable:		
Strategies to prevent or deal with questions/comments from other pupils:		
Alternative curriculum arrangements: (Practical lessons, school events - See attached risk assessments)		
Named persons assisting: (In pairs)		
Named reserve adults: (In event of absence)		
Location/ equipment / PPE:		

Designation	Signed	Date	Review Date
Parent			
Pupil			
Key worker			
DSL / Principal			

This plan will be reviewed termly.

Next review date:

To be reviewed by:

Where a child can make an informed decision about their care:

CHILD	
<p>Visual supports and/or AAC can be used to help communication. For non-verbal children/young people a parent/carer or team member who knows the child/young person well can help to identify what would be preferable for the child.</p>	
How many team members would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Do you have any further requests/preferences?	
Signature of child (or on behalf of child)	
Date	

This plan will be reviewed termly.

Next review date:

To be reviewed by: