



# Intimate Care Policy

Autumn 2025

*Rise to the Challenge*

## **Legislative Compliance**

This Intimate Care Policy has been developed in accordance with the following legislation and statutory guidance:

- Children and Families Act 2014 – duty to support pupils with medical conditions and additional needs.
- Children Act 1989 and 2004 – safeguarding and promoting the welfare of children.
- Education Act 1996 & 2002 – duty of schools to ensure the safety and welfare of pupils.
- Working Together to Safeguard Children (DfE, 2023) – statutory guidance on safeguarding and inter-agency cooperation.
- Keeping Children Safe in Education (DfE, 2024) – statutory guidance for schools and colleges on safeguarding responsibilities.
- Equality Act 2010 – duty to eliminate discrimination and promote equality of opportunity, including for pupils with disabilities.
- SEND Code of Practice: 0–25 years (DfE/DHSC, 2024 update) – duties relating to children with special educational needs and disabilities.
- Supporting Pupils at School with Medical Conditions (DfE, 2015) – guidance on meeting the medical and personal care needs of pupils.

This policy should be read in conjunction with the school's:

- Safeguarding and Child Protection Policy
- Medical Needs Policy
- Behaviour Policy
- Equality Policy
- Staff Code of Conduct

The Governing Body ensures that this policy complies with statutory requirements and reflects best practice in safeguarding, dignity, and respect for all pupils.

## **Introduction**

Foxton Primary School is aware that some learners 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 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**

Foxton Primary School respects our learners 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 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 training and safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. 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/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 ensure that learners with care needs are not disadvantaged or excluded from school activities because of their care needs.

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 annually, in line with best practice guidance for safeguarding policies.

### **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 and provide continence resources, where the school nursing continence team are not yet involved.

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.

### **Complaints**

If there are any complaints relating to the provision for children with medical needs these will be dealt with in the first instance by the class teacher and SENCO, then, if unresolved, by the Head Teacher. The governor with specific responsibility may be involved if necessary. In the case of an unresolved complaint the issue should be taken through the general

Governors complaints procedure (see separate Complaints Policy).