Ref	SIA 008
Date of writing/last revision	September 2026
Review due	September 2027

Signhills Infant Academy

Intimate Care Policy

Context

Meeting a pupil's intimate care needs is one aspect of safeguarding. Signhills Infant Academy is committed to ensuring that all staff are responsible for the intimate care of pupils and will undertake their duties in a professional manner at all times. It recognises that

- these adults are in a position of great trust.
- all pupils, whatever their age, gender, disability, religion, or ethnicity should be treated with
- respect.
- the pupil's welfare and dignity is of paramount importance.
- close partnership and information sharing between parents/carers and staff to ensure
- continuity of care is important.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas (which may include direct or indirect contact with or exposure of the genitals) which most people usually carry out for themselves, but some pupils are unable to do because of their young age, physical difficulties, or other special needs. Typically, this may be help with continence, toileting, washing, dressing or first aid. In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, cultural, physical and developmental needs.

Aims / Objectives

- Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.
- Staff who provide intimate care to children have a high awareness of safeguarding issues.
- Staff behaviour is open to scrutiny and staff at Signhills Infant Academy work in partnership with parents/carers to provide continuity of care to children wherever possible.
- Staff deliver a full personal safety curriculum to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- Signhills Infant 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, and recognise that there is a need to treat all children with respect when intimate care is given.

Our Practice and Procedure

- An Intimate Care Plan will be completed for children requiring ongoing intimate care. This will be reviewed at regular intervals.
- Staff who provide intimate care are trained (in-house) to do so (including Safeguarding and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements e.g. changing table or mat, potty, training seat and step.
- All staff who provide intimate care are aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate.

This policy is intended to enhance teaching, learning, personal development and well-being. All staff and other adults working with pupils in school have a responsibility to implement this policy with regard to the Health & Safety, Safeguarding and Equality Policies. Printed copies are not controlled.

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance; each child's right to privacy will be respected.
- Support with intimate care should be undertaken in the most appropriate place to maintain privacy and dignity e.g. the disabled toilet.
- All pupils are encouraged to achieve the highest level of autonomy possible given their age and abilities. However, support with the removal of clothing and cleaning (with 'wipes') in the case of heavy soiling may be undertaken.
- If a pupil has needed to change any clothing, soiled items will usually be 'double bagged' and sent home with the pupil.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

Responsibilities

School

- Safeguarding procedures will be accessible to staff and adhered to.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguarding Lead (or deputy). A clear record of the concern will be completed.
- The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- There will be a consistent approach with necessary information communicated to appropriate staff.
- Staff will be aware of assistants' own personal hygiene and use of appropriate aids, e.g. gloves, aprons and safe disposal of waste.
- Staff should allow sufficient time for the child to achieve success in toileting skills
- Ensure females (and boys who catheterise) are cleaned front to back.
- Ensure that creams etc. are only used with written permission from the parents.
- If appropriate, Health Care Plans are put into place for children with special needs and the appropriate training given to staff. Staff may be trained and signed off as competent and confident for medical interventions.
- Students, volunteers and helpers should not be involved in any intimate care or close personal contact.

Pupils

- As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for cleaning themselves.
- Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- Children should be encouraged to develop independence through using the progression of skills:
    - Opportunity
    - Dependence
    - Cooperation
    - Participation
    - Supervised independent action
    - Independence

Parents

- Parents/carers will be involved with their child's intimate care arrangements on a regular basis
- Parents will provide a change of clothing in a bag, nappies, nappy bags and wipes.