



St Theresa's Catholic Primary School: Intimate Care Policy

Date Implemented: September 2025

Date of Review: September 2026

Policy Reviewer: Vicky Tatlock DSL/ Lianne Rankin SENDCO

1. Introduction and Purpose

This policy outlines the procedures and guidelines for providing intimate care to pupils at St Theresa's Catholic Primary School who require assistance with personal hygiene and care needs. The policy aims to ensure that all pupils are treated with respect, dignity, and sensitivity, and that their intimate care needs are met in a safe, professional, and appropriate manner. This policy is underpinned by the school's commitment to safeguarding and promoting the welfare of all pupils, in line with Keeping Children Safe in Education guidance.

2. Legal and Ethical Framework

This policy is informed by the following legislation and guidance:

- **Children Act 1989 and 2004:** Emphasises the welfare of the child as paramount.
- **Equality Act 2010:** Protects individuals from discrimination, including disability-related discrimination.
- **Keeping Children Safe in Education (KCSIE):** Statutory guidance on safeguarding children.
- **Working Together to Safeguard Children:** Guidance on inter-agency working to safeguard and promote the welfare of children.
- **Human Rights Act 1998:** Ensures respect for privacy and dignity.
- **Data Protection Act 2018 and GDPR:** Governs the processing of personal data.

3. Definition of Intimate Care

Intimate care refers to any care task that involves washing, dressing, or toileting activities that pupils cannot manage themselves due to age, disability, or other specific needs. This may include:

- Assistance with toileting, including changing nappies or continence pads.
- Washing intimate areas.
- Assistance with menstruation management.



- Dressing and undressing related to intimate hygiene.

4. Principles

The following principles underpin this policy:

- **Dignity and Respect:** All pupils will be treated with dignity and respect at all times.
- **Privacy:** Pupils' privacy will be respected, and intimate care will be provided in a private setting.
- **Safeguarding:** Safeguarding is paramount, and all staff will be vigilant in identifying and responding to any signs of abuse or neglect.
- **Choice and Control:** Pupils will be involved in decisions about their care as much as possible, considering their age, understanding, and preferences.
- **Equality and Inclusion:** All pupils will have equal access to appropriate intimate care, regardless of their gender, ethnicity, religion, or disability.
- **Confidentiality:** Information about a pupil's intimate care needs will be kept confidential and shared only with those who need to know, in accordance with data protection legislation.
- **Professionalism:** Intimate care will be provided by trained and competent staff in a professional manner.

5. Roles and Responsibilities

- **Headteacher (Sara Johnson):** Overall responsibility for ensuring the policy is implemented effectively and reviewed regularly.
- **Designated Safeguarding Lead (Vicky Tatlock):** Responsible for overseeing safeguarding concerns related to intimate care.
- **SENCO (Lianne Rankin):** Responsible for ensuring the policy is implemented for pupils with SEND.
- **Class Teachers and Teaching Assistants:** Responsible for providing intimate care in accordance with the policy and individual care plans.
- **Parents/Carers:** Responsible for providing information about their child's intimate care needs and working in partnership with the school.
- **Pupils:** Responsible for communicating their needs and preferences as much as possible.

6. Procedures

6.1. Assessment and Care Planning

- A thorough assessment of the pupil's intimate care needs will be conducted in consultation with parents/carers, the pupil (where appropriate), and relevant healthcare professionals.



- An individual care plan will be developed, outlining the specific care needs, procedures, and preferences of the pupil.
- The care plan will be regularly reviewed and updated in consultation with all relevant parties.
- The care plan will include details of who will provide the care, how it will be provided, and any specific equipment or resources required. The care plan will name one or two specific staff members who will usually undertake the personal care of the child.

6.2. Consent

- Informed consent will be obtained from parents/carers before providing intimate care.
- Pupils will be involved in the decision-making process as much as possible, considering their age, understanding, and preferences.
- If a pupil is unable to provide consent, the school will act in their best interests, in consultation with parents/carers and relevant professionals.
- Consent will be documented in the pupil's care plan.

6.3. Providing Intimate Care

- Intimate care will be provided in a private, clean, and safe environment.
- Staff will wear appropriate personal protective equipment (PPE), such as gloves and aprons.
- Staff will communicate with the pupil throughout the procedure, explaining what they are doing and encouraging their participation.
- Staff will follow the pupil's care plan and respect their preferences.
- Staff will be sensitive to the pupil's emotional needs and provide reassurance and support.
- After providing intimate care, staff will ensure the pupil is clean, comfortable, and appropriately dressed.
- Waste will be disposed of safely and hygienically.

6.4. Recording and Reporting

- A record of each intimate care episode will be made, including the date, time, staff involved, care provided, and any relevant observations.
- Records will be kept confidential and stored securely, in accordance with data protection legislation.
- Any concerns about a pupil's welfare or any incidents of abuse or neglect will be reported immediately to the Designated Safeguarding Lead (DSL).
- Significant events or changes in a pupil's needs will be communicated to parents/carers and relevant professionals.

6.5. Training and Support



- All staff who provide intimate care will receive appropriate training, including:
 - Basic hygiene and infection control.
 - Safe manual handling techniques.
 - Understanding and responding to pupils' emotional needs.
 - Safeguarding and child protection.
 - Specific training related to the needs of pupils with SEND.
- Ongoing support and supervision will be provided to staff to ensure they are confident and competent in providing intimate care.

7. Safeguarding

- This policy is aligned with the school's safeguarding policy and procedures.
- All staff will be vigilant in identifying and responding to any signs of abuse or neglect.
- Any concerns about a pupil's welfare will be reported immediately to the Designated Safeguarding Lead (DSL).
- The school will work in partnership with external agencies, such as social services and healthcare professionals, to safeguard and promote the welfare of pupils.
- The school will ensure that all staff involved in intimate care have undergone appropriate background checks, including DBS checks.

8. Communication

- This policy will be made available to all staff, parents/carers, and pupils (in an age-appropriate format).
- The policy will be discussed with staff during induction and training sessions.
- Parents/carers will be informed about the policy and their child's care plan.
- Pupils will be involved in discussions about their care as much as possible, considering their age, understanding, and preferences.

9. Monitoring and Review

- The implementation of this policy will be monitored regularly by the Headteacher and Designated Safeguarding Lead (DSL) and SENCO.
- The policy will be reviewed annually, or more frequently if required, in response to changes in legislation, guidance, or school practice.

10. Related Policies

This policy should be read in conjunction with the following school policies:



- Safeguarding Policy
- SEND Policy
- Behaviour Policy
- Data Protection Policy
- Health and Safety Policy
- Administering Medicines Policy

11. Conclusion

This Intimate Care Policy is designed to ensure that all pupils at St Theresa's Catholic Primary School receive appropriate and respectful care. By adhering to these guidelines, we can create a safe and supportive environment where all pupils can thrive.