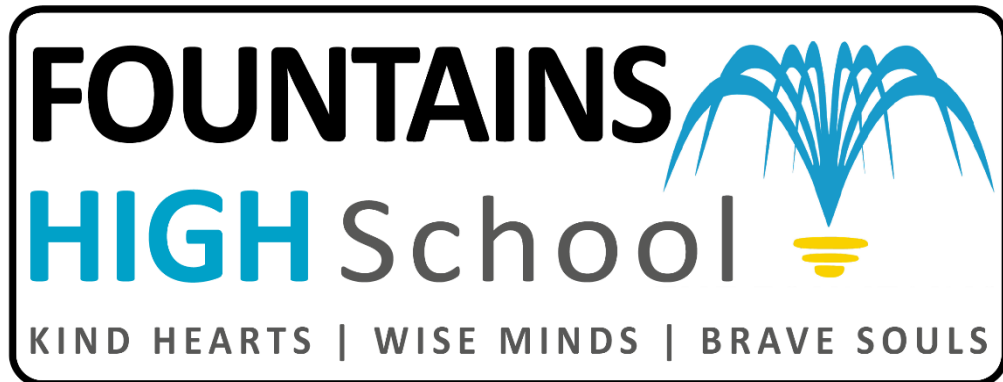




Intimate Care Policy

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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, privacy, rights and wellbeing of every student are safeguarded.
- Students who require intimate care are not discriminated against, in line with the Equality Act 2010.
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account.
- Staff carrying out intimate care do so in accordance with health and safety requirements, moving and handling procedures, safeguarding protocols and professional standards that protect both students and staff.

Intimate care refers to any care that involves toileting, washing, changing, menstrual care, touching or carrying out a procedure involving a student's intimate personal areas.

At Fountains High School, we recognise that students with SEND may face additional vulnerabilities and barriers to communicating concerns. Intimate care arrangements will therefore be delivered in a manner that promotes safety, dignity, wellbeing and effective safeguarding.

2. Legislation and Statutory Guidance

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- [Keeping Children Safe in Education](#)

This policy should also be read alongside:

- Working Together to Safeguard Children 2026
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice (2015)
- Human Rights Act 1998

It also complies with our funding agreement and articles of association through Esteem MAT.

3. Role of Parents/Carers

3.1 Seeking parental permission

For students who require routine or occasional intimate care, parents/carers will be asked to provide consent via the school's annual parent/carer consent arrangements.

Where a student's intimate care needs require specific arrangements beyond routine support, an Intimate Care Plan will be developed in partnership with parents/carers and, where appropriate, the student. This may include circumstances where there are specific medical needs, moving and handling requirements, specialist equipment, menstrual care arrangements or other individual factors that require a personalised approach to intimate care.

Where there is not an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the student is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the student (where appropriate) and any relevant health professionals. The need for an intimate care plan will be determined on an individual basis, taking account of the student's needs and whether additional planning is required to ensure safe, consistent and dignified care.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the student will also be taken into account. If there is any doubt as to whether the student is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed at least annually and sooner where there are changes to the student's needs, support arrangements, medical circumstances or other relevant factors. Where appropriate, the plan will identify the student's individual needs, level of support required, preferred methods of communication, arrangements for promoting independence and any safeguarding, medical, personal care, menstrual care or moving and handling considerations.

See appendix 1 for a template plan.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach.

Parents/carers are expected to also share relevant information regarding any intimate matters as needed.

4. Role of Staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their contract or job description. This includes: lunchtime supervisors, ancillary assistants, teaching assistants, teachers and members of the senior leadership team.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have undergone an enhanced Disclosure and Barring Service (DBS) check, including a children's barred list check, prior to appointment.

4.2 How staff will be trained

Staff will receive:

- Regular safeguarding training.
- Training in the specific types of intimate care they undertake, where required, and moving and handling training that enables staff to work safely and supports students to participate as fully as possible in their own care.

They will be familiar with:

- The control measures set out in risk assessments carried out by the school.
- Hygiene and health and safety procedures.

They will also be encouraged to seek further advice as needed.

5. Intimate Care Procedures

During toileting and any intimate care procedure, Fountains High School will balance students' privacy with safeguarding and support needs.

Fountains High School is committed to promoting independence wherever possible. Students will be encouraged and supported to undertake aspects of their intimate care independently, where this is safe, appropriate and in line with their individual needs and abilities.

5.1 Staffing

All members of staff performing intimate care procedures have undergone an enhanced DBS check, including a check of the children's barred list.

In general, 1 member of staff will be present with each student, except for circumstances where:

- 2 members of staff are needed to:
 - Safely handle a student who requires assistance
 - Use equipment such as a hoist
- A risk assessment identifies that the presence of 2 members of staff is necessary to safeguard the wellbeing of the student and/or staff member.

In cases where a student requires regular intimate care, the school will seek to ensure consistency of staffing wherever possible, so that support is provided by familiar members of staff.

Fountains High School is committed to ensuring that intimate care is delivered in a manner which maintains the dignity, privacy, safety and wellbeing of every student. Whilst the school will seek to take account of the preferences of students and parents/carers wherever reasonably practicable, intimate care may be provided by a member of staff of either gender.

Decisions regarding staffing arrangements will always be based on the individual needs of the student, safeguarding considerations, staff availability and the student's intimate care plan where relevant. Any specific preferences or agreed arrangements will be discussed with parents/carers and, where appropriate, the student.

5.2 Arrangements

Procedures will be carried out in designated student bathrooms.

Before going to perform intimate care on a student, the member of staff allocated to the student will inform another member of staff of where they are going, and leave doors open as far as privacy and dignity allow. Where possible, they should be in earshot of other members of staff, but the comfort and care of the student should be the priority when choosing a location.

Staff will explain procedures and seek the student's agreement wherever possible, using communication methods appropriate to the student's age, needs and level of understanding. Staff will be responsive to both verbal and non-verbal communication and will adapt their approach to meet the student's individual communication needs. Staff will respect the privacy and dignity of students at all times and ensure intimate care is delivered in the least intrusive manner possible, consistent with the student's needs and safety.

When carrying out procedures, the school will provide staff with:

- Personal Protective Equipment (PPE) such as protective gloves.

For students needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock of necessary resources, such as pads/nappies, underwear and/or a spare set of clothing.

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

An intimate care log is maintained for students, where appropriate, to record instances of intimate care. Records include the date and time of care, the staff members involved and any relevant observations, such as concerns relating to skin integrity, health, wellbeing or changes in presentation.

5.3 Concerns about safeguarding

At Fountains High School, we recognise that students with SEND are particularly vulnerable to all types of abuse. It is acknowledged that providing or supporting intimate care for a student may involve touching private parts of a student's body. Best practice will be promoted, and all staff will be vigilant, seek advice where relevant and take account of safer working practices. All safeguarding concerns arising from intimate care will be recorded and acted upon in accordance with the school's Safeguarding and Child Protection Policy.

If a member of staff carrying out intimate care has concerns about physical changes in a student's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures. In addition to this, if any other signs or indicators of concern are noted (e.g. unusual behaviour), this will be reported using the school's safeguarding procedures.

If a student is hurt accidentally or there is an issue when carrying out the procedures, the staff member will report the incident immediately to the Designated Safeguarding Lead or another member of the Safeguarding Team.

If a student makes an allegation against a member of staff, the responsibility for intimate care of that student will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

5.4 Management of menstrual care

All staff will be sensitive to the fact that:

- Students may begin menstruation whilst attending school.
- Whilst there is no shame or stigma attached to menstruation, students may wish to manage this discreetly.

- Some students may require additional support due to SEND, communication differences or medical needs.

The school will provide age and developmentally appropriate information about:

- Accessing period products.
- Using products appropriately.
- Safe and hygienic disposal of products.

Period products available to students can be found in the medical room or in a basket within appropriate student bathrooms.

Staff will not directly assist with the physical act of changing sanitary products unless specifically required by the student and agreed with parents/carers in an intimate care plan due to specific needs. Any support required in relation to menstrual care will be detailed within the student's intimate care plan.

Age and developmentally appropriate education on puberty and menstrual hygiene will be provided as part of the RSHE and PSHE curriculum.

6. Monitoring Arrangements

This policy will be reviewed by the Designated Safeguarding Lead annually. At every review, the policy will be approved by the Executive Headteacher or Head of School and shared with the Governing Body.

7. Links with Other Policies

This policy links to the following policies and procedures:

- Accessibility Plan
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- SEND Information Report
- RSHE Policy
- Staff Code of Conduct
- Supporting Students with Medical Conditions Policy

Appendix 1: Intimate Care Plan

Intimate Care Plan

Student Name:

Class Group:

Date Plan Agreed:

Review Date:

Intimate Care Needs and Arrangements

Please include details of the student's intimate care needs, level of support required, communication preferences, dignity and privacy arrangements, independence targets, staffing arrangements and any medical, menstrual care, moving and handling or safeguarding considerations.

Resources/Equipment Required

e.g. continence products, menstrual products, wipes, hoist, changing bed

Educational Visits, Off-Site Activities or Emergency Arrangements <i>e.g. additional supplies required, accessible facilities identified in advance, changing arrangements discussed before the visit</i>

Agreement

This plan was discussed with the student, where appropriate, and agreed by:

Parent/Carer Name:

Signature:

Date:

Member of Staff Responsible for Ensuring Care is Carried Out in Accordance with this Plan

Name:

Role:

Signature:

Date:

Student Voice (where appropriate) <i>Student views and preferences</i>

Student Signature:

Date: