



St Joseph's Catholic Primary School

Intimate Care Policy

Date Written: 30th July 2026

Next Review Date: July 2027

Reviewed by: Inclusion Leader / SENDCo

Mission Statement

We are proud of our school as a place of learning, prayer and happiness.
Hand in hand with God, Our Lady and St. Joseph, we promise to work hard and be kind to one another so that we can grow stronger together in our faith.

Hand in hand with God we learn.

At St Joseph's Catholic Primary School, we are committed to safeguarding and promoting the welfare of every child. We recognise that some children require assistance with intimate care as part of meeting their personal, medical or developmental needs. We are committed to ensuring that all children are treated with dignity, respect, sensitivity and compassion whilst maintaining the highest standards of safeguarding and professional practice.

This policy should be read alongside the schools:

- * Child Protection and Safeguarding Policy
- * SEND Policy
- * Supporting Pupils with Medical Conditions Policy
- * Health and Safety Policy
- * Behaviour Policy

The school follows current statutory guidance including:

- * Keeping Children Safe in Education (current version)
- * Working Together to Safeguard Children (2023)
- * Children and Families Act 2014
- * SEND Code of Practice (2015)
- * Equality Act 2010

Introduction

St Joseph's Catholic Primary School is committed to ensuring that all staff responsible for providing intimate care undertake their duties professionally, respectfully and sensitively at all times.

We recognise the importance of preserving every child's dignity and privacy whilst ensuring that their personal care needs are met safely and effectively.

No child should experience distress, embarrassment or discomfort whilst receiving intimate care. Wherever possible, children will be encouraged and supported to become as independent as their age, development and abilities allow.

We work closely with parents/carers to ensure consistency between home and school and to provide a safe, respectful and supportive environment for every child.

Definition of Intimate Care

Intimate care is any care involving washing, touching or carrying out procedures to intimate personal areas which most people usually carry out themselves.

This may include:

- * toileting
- * changing nappies or continence products
- * cleaning after toileting
- * supporting menstrual care
- * dressing or undressing where intimate areas are exposed
- * applying prescribed creams to intimate areas
- * catheter or stoma care (where appropriately trained)
- * other medical procedures requiring intimate care.

Where specialist medical procedures are required, they will only be undertaken by appropriately trained and authorised staff.

Principles

At St Joseph's Catholic Primary School we will always:

- * treat every child with dignity and respect
- * protect each child's privacy
- * encourage independence wherever possible
- * work in partnership with parents/carers
- * ensure safeguarding remains paramount
- * provide appropriate training for staff
- * ensure intimate care is never used as a punishment

- * make reasonable adjustments in accordance with the Equality Act 2010 for pupils with disabilities.

Individual Intimate Care Plans

Children requiring regular intimate care will have an Individual Intimate Care Plan agreed between school and parents/carers.

Where appropriate, the child will also contribute to planning their care.

The plan will include:

- * the child's individual care needs
- * level of independence
- * agreed routines
- * communication methods
- * moving and handling requirements (where applicable)
- * staffing arrangements
- * preferred methods of support
- * medical information
- * emergency procedures
- * parental consent
- * arrangements for recording intimate care.

Plans will be reviewed annually or sooner if needs change.

Best Practice

Staff providing intimate care will:

- * explain what they are going to do before providing care
- * seek the child's agreement wherever possible
- * respect the child's privacy and dignity at all times
- * encourage the child to do as much as possible independently
- * communicate sensitively throughout the process
- * provide reassurance where needed.

The child's welfare and dignity will always remain paramount.

Staffing Arrangements

Staff providing intimate care will receive appropriate training including:

- * safeguarding
- * infection prevention and control

- * moving and handling where appropriate
- * medical procedures relevant to the child's needs
- * maintaining professional boundaries.

Normally, intimate care will be provided by one trained member of staff.

A second member of staff may be present where:

- * moving and handling requires additional assistance
- * there is an identified safeguarding concern
- * the child requests another trusted adult where appropriate
- * the child's care plan specifies additional support.

The child's privacy will always be respected.

Where practicable and appropriate, the preferences of the child and parents/carers regarding the gender of the supporting adult will be considered. However, the child's immediate care, dignity and safety will always take priority.

Infection Prevention and Control

Staff will follow the school's infection prevention procedures at all times.

This includes:

- * wearing appropriate PPE including disposable gloves and aprons
- * thorough hand washing before and after care
- * safe disposal of clinical and hygiene waste
- * cleaning and disinfecting changing areas and equipment after use
- * following guidance for dealing with spillages of bodily fluids.

Any accidents or incidents will be recorded in accordance with school procedures.

Record Keeping

Where intimate care forms part of a child's agreed care plan, staff will complete records using the school's agreed recording system.

Records may include:

- * date and time
- * nature of support provided
- * staff involved
- * any concerns observed
- * any communication with parents/carers.

Parents/carers will be informed of any concerns in accordance with the child's Individual Intimate Care Plan.

All records will be stored securely in accordance with the UK GDPR and Data Protection Act 2018.

Consent

Written parental consent will be obtained before providing regular intimate care.

Where intimate care is required unexpectedly (for example after an accident), staff will act in the child's best interests whilst preserving dignity and will inform parents/carers as soon as reasonably practicable.

Safeguarding

The school follows current statutory safeguarding guidance including Keeping Children Safe in Education and Working Together to Safeguard Children, alongside Derby City safeguarding procedures.

Staff providing intimate care maintain a high awareness of safeguarding responsibilities.

If a member of staff notices:

- * bruising
- * marks
- * soreness
- * injuries
- * unusual behaviour
- * disclosures made by a child
- * any safeguarding concern

they must report this immediately to the Designated Safeguarding Lead (DSL) in accordance with the school's Child Protection and Safeguarding Policy.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, this will be taken seriously.

The concern will be:

- * investigated promptly
- * recorded appropriately
- * discussed with parents/carers where appropriate

- * alternative staffing arrangements made wherever reasonably practicable.

No member of staff should undertake intimate care in a manner that compromises either the child's dignity or their own professional conduct.

Wherever possible, another member of staff should be aware that intimate care is taking place whilst ensuring the child's privacy is maintained.

Partnership with Parents

The school values positive relationships with parents/carers.

Parents/carers will be consulted regarding:

- * intimate care arrangements
- * changes to care plans
- * medical advice
- * equipment requirements
- * developing independence.

The wishes of both parents/carers and children will be considered wherever reasonably practicable.

Training

All staff providing intimate care will receive appropriate training and will be familiar with:

- * this Intimate Care Policy
- * the Child Protection and Safeguarding Policy
- * Derby City Council Toileting and Continence Guidance (where applicable)
- * infection prevention and control procedures
- * moving and handling guidance where required.

Staff will confirm that they have read and understood these procedures before undertaking intimate care responsibilities.

Monitoring and Review

The Governing Body and Headteacher will monitor the implementation of this policy to ensure it reflects current legislation and best practice.

This policy will be reviewed annually or sooner if legislation or local guidance changes.

