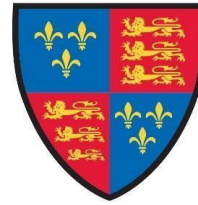




**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

INTIMATE CARE POLICY

Board	Academy Trust and Foundation Board
Policy Type	Hybrid Policy
Policy Owner	FLE - Safeguarding Lead
Statutory	No
Publish Online	In Safeguarding Section of website
Date Adopted	FDN 6 th July 2022 AT12 th July 2022
Last Review Date	June 2022
Review Cycle	Annual
Next Review Date	June 2023
Expiry Date	October 2023
Version	1

School	King Edward VI Handsworth School for Girls
School Policy Owner	Designated Safeguarding Lead
LGB Approval Date	

Contents

1. Introduction	3
2. Aims	3
3. Legislation and statutory guidance	3
4. Role of parent/carer	3
5. Role of staff	4
6. Intimate care procedures	4
7. Monitoring arrangements	5
8. Links with other policies	5
Appendix 1: template intimate care plan	6
Appendix 2: template parent/carer consent form	7

1. Introduction

For reference, intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas that most children and young people would be able to do for themselves.

2. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights and wellbeing of children are safeguarded.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010.
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the children involved.

3. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#). It also complies with our funding agreement and articles of association.

4. Role of parent/carers

4.1 Seeking parent/carers permission

Where there isn't an intimate care plan, parent/carers permission will be sought before performing any intimate care procedure.

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

4.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parent/carers, the child (when possible) and any relevant health professionals.

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 child will also be taken into account. If there is doubt about whether the child is able to make an informed choice, their parent/carers will be consulted.

The intimate care plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See [Intimate Care Plan template](#) to see what this should cover.

4.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

5. Role of staff

5.1 Which staff will be responsible

Any first aiders who may carry out intimate care will have this set out in their job description.

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

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

5.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

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.

6. Intimate care procedures

6.1 How procedures will happen

If a child requires intimate care, two trained staff members will be present in order to support any invasive procedure and to mitigate any safeguarding concerns. Both staff members will be first aid trained and, when possible, one staff member will be a senior first aider and / or one staff member will be named by the child as their preferred person.

Procedures will be carried out in the privacy of the medical office.

When carrying out procedures, the school will provide staff with the necessary equipment such as protective gloves, cleaning supplies, changing mats and bins.

For children needing routine intimate care, the school expects a parent/carer to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to a parent/carer at the end of the day.

6.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a Designated Safeguarding Lead or a Deputy.

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

7. Monitoring arrangements

This policy will be reviewed by the Designated Safeguarding Lead and Lead First Aider annually. At every review, the policy will be approved by the governing board and the headteacher.

8. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- [Child protection and safeguarding](#)
- Health and safety
- SEN
- Supporting pupils with medical conditions
- Managing allegations

Appendix 1: template intimate care plan

Parents/Carers	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Staff member responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
child	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	

Parents/Carers

Date

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

Permission for school to provide intimate care

Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	

Permission for school to provide intimate care

Name of parent/carer	
Relationship to child	
Date	