



CARLINGHOW
ACADEMY

INTIMATE CARE POLICY

Approved by:	Principal- Marie Fishwick		
Responsible department:	SLT		
Last review date:	October 2025	Last reviewed by:	Marie Fishwick
Last updated:	October 2024	Last updated by:	T. Watson
Next review due :	October 2026		

School Aims, Vision and Implementation

Carlinghow Academy aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially:

- Providing the highest standard of education to enable all children equally to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.

Equal Opportunities

Our school seeks to foster warm, welcoming and respectful environments, which allow us to question and challenge discrimination and inequality, resolve conflicts peacefully and work and learn free from harassment and violence.

We recognise that there are similarities and differences between individuals and groups but we will strive to ensure that our differences do not become barriers to participation, access and learning and to create inclusive processes and practices, where the varying needs of individuals and groups are identified and met. We therefore cannot achieve equality for all by treating everyone the same.

We will build on our similarities and seek enrichment from our differences and so promote understanding and learning between and towards others to create cohesive communities.

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the physical and emotional welfare of our students and young adults.
- To provide guidance and reassurance to staff carrying out intimate care procedures.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all students and young adults.

Introduction

The issue of Intimate Care is a sensitive one and will require staff to be respectful of each individual's needs. The student's dignity should always be preserved with a high level of privacy, choice and control. There should be a high awareness of Safeguarding Issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents / carers to provide continuity of care for young people at Carlinghow Academy wherever possible.

Definition of Intimate Care

'Intimate Care' can be defined as care tasks of a personal nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the intimate parts of the body. In most cases such care will involve cleaning for hygiene purposes.

Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with students and parents.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Menstrual cycle
- Washing intimate parts of the body
- Changing sanitary wear
- Supervision of a student involved in intimate self-care

School Responsibilities

All employed staff working with the students at Carlinghow must have a current enhanced DBS check. Any individual on a work placement from school or colleges or volunteers will not be involved in the intimate care of students.

Only staff identified by the Senior Leadership Team should undertake the intimate care of children this will be identified in the child's care plan.

Managers must ensure that all staff undertaking the intimate care of our students are familiar with, and understand the Intimate Care Policy of the school and discuss and update individual's needs with the teacher/designated safeguarding leads on a regular basis – care plans should be written in conjunction with the Kirklees Guidance for Intimate Care Needs.

All staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.

Intimate care arrangements must be agreed by the SENDco, Pastoral Team, Key Stage Managers, parents / carers and student (if appropriate).

If a staff member has concerns about a colleague's intimate care practice they must report this to a member of the Senior Leadership team, a Designated Safeguarding Lead or Governor.

Guidelines for Good Practice

All students have the right to be safe and to be treated with **dignity** and **respect**. These guidelines are designed to safeguard students and staff. They apply to every member of staff involved with the intimate care of our students. Staff involved with a pupils intimate care need to be sensitive to their individual needs. Staff also need to be aware that students and staff are potentially vulnerable when completing intimate needs. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard students and staff.

- All staff who provide intimate care will treat every student with dignity and respect and ensure privacy appropriate to the student's age and situation.
- A student's independence will be encouraged as far as possible in his / her intimate care. Where the individual is fully dependent talk with them about what is going to be done and give them choice where possible.
- All intimate care tasks should be carried out with two adults present (where possible).
- Good practice in intimate care should be consistent. Effective communication between parents / carers / school ensures practice is consistent.
- As basic principle students will be supported to develop positive self-esteem and body image. Confident, self-assured students who feel their body belongs to them are less vulnerable to abuse. The approach you take to intimate care can convey lots of messages to a student about their body worth. Staffs attitude to a student's intimate care is important. Keeping in mind the student's age.
- Ideally, every student should have the choice of carer for all their intimate care. This is not always possible and needs to be practicable within the daily workings of the school. Female staff will meet females' individual needs. Where practicable male staff will meet male student's needs. If this is not available then female staff who have a good working relationship with the male student will meet their needs.
- The individual student's emotional wellbeing, safety, dignity and privacy are of paramount importance. The individual should be appropriately covered, be in the changing area alone with the 2 members of staff, with the door closed.

- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the student is distressed and provide reassurance. Report concerns to your Designated Manager / Teacher and make a written record. Parents / carer must be informed about concerns through a Designated Safeguarding Lead//Teacher.
- Make sure all the appropriate risk reduction aids are used – apron /gloves / wipes for staff. Collect all equipment prior to intimate care procedures.

The Protection of Students

- Education Safeguarding procedures and Inter – Agency Safeguarding procedures will be accessible to staff and adhered to.
- If a member of staff has any concerns about physical changes in the individuals presentation e.g. marks, bruises, soreness etc. s/he will immediately report any concerns to a Designated Safeguarding Lead. A clear record of the concern will be completed following the Schools Safeguarding policy.
- Report and record any unusual emotional or behavioral response by the student. A written record of concerns must be made and kept with a Designated Safeguarding Lead.
- If a student makes an allegation against a member of staff, it will be thoroughly investigated and any necessary safeguarding procedures will be followed.
- Cameras or mobile phones with camera facility must not be operated in changing areas during intimate care procedures.

This policy and guidelines will be made available for all staff – accessibly on staff server – Policies Folder. Copies will be available from the main school office. It is the responsibility of all staff to read the document and adhere to the guidelines.

Appendix I

Hygiene and infection control guidelines

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled materials to be double wrapped, or placed in a hygienic disposal unit if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Hot air dryer or paper towels available for drying hands.

For each child with intimate care needs linked to a medical condition, a written plan will specify:

- Who will change the nappy/pad
- Where nappy/pad changing will take place
- What resources will be used (Cleansing agents used or cream to be applied)
- How the nappy/pad will be disposed of
- What infection control measures are in place e.g. personal protective equipment
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries