



Intimate Care Policy

Date of last review	January 2026
Review period	2 years
Date of next review	January 2028
Policy type	Non- Statutory (safeguarding linked)
Policy owner	Principal/SENDco

1. Introduction

1.1 Winston Way Academy is committed to safeguarding and promoting the welfare of all children and young people. Meeting pupils' intimate care needs is recognised as an essential element of safeguarding, inclusion and wellbeing.

1.2 We recognise that all children have the right to be treated with dignity, respect and sensitivity. Intimate care must always be provided in ways that promote independence where possible and protect pupils' physical and emotional wellbeing.

1.3 This policy applies to all staff involved in the delivery, planning or oversight of intimate care, and must be read in conjunction with the academy's Safeguarding and Child Protection Policy.

2. Definition of Intimate Care

2.1 Intimate care refers to any activity which involves assistance with personal care tasks that a pupil is unable to carry out independently. This may include:

- Toileting and continence management
- Nappy changing
- Changing clothes following accidents
- Menstrual care
- Washing or cleaning intimate body parts
- Support with medical or hygiene procedures as agreed in a care plan.
- Supervision of pupils engaged in intimate self-care.

3. Statutory Framework and Guidance

This policy is informed by and compliant with the following legislation and guidance:



- Keeping Children Safe in Education (DfE, 2025)
 - Working Together to Safeguard Children (DfE, 2023)
 - Education Act 2002 (Section 175)
 - Equality Act 2010
 - Children and Families Act 2014
 - SEND Code of Practice (2015)
 - EYFS Statutory Framework (current version)
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4. Links to Other Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
 - Staff Code of Conduct / Safer Working Practice Guidance
 - Health and Safety Policy
 - Supporting Pupils with Medical Needs Policy
 - SEND Policy
 - Whistleblowing Policy
 - Data Protection Policy
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5. Principles of Intimate Care

The academy is committed to the following principles:

- Every child has the right to be safe.
 - Every child has the right to privacy and dignity.
 - Every child has the right to be treated as an individual
 - Pupils should be involved and consulted in decisions about their care when developmentally appropriate.
 - Intimate care must support pupils to develop independence.
 - Care should be delivered consistently and sensitively.
 - Safeguarding considerations must be paramount at all times.
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6. Safeguarding and Equality Considerations

6.1 Intimate care involves increased safeguarding risk due to the nature of physical contact. Staff must remain vigilant to any indicators of distress, discomfort or safeguarding concern.

6.2 Any safeguarding concern, disclosure or professional concern arising during intimate care must be reported immediately to the DSL in line with the academy's safeguarding procedures. Any concerns relating to staff



conduct or practice, including low-level concerns, must be reported and recorded in line with the academy's safeguarding and staff conduct procedures.

6.3 In line with the Equality Act 2010, the academy will make reasonable adjustments to support pupils with intimate care needs. No child will be excluded from school activities, sent home or refused care due to continence or personal care needs.

6.4 Parents will not be routinely asked to attend school to provide intimate care unless specifically agreed within an individual care plan.

7. Care Plans and Parental Partnership

7.1 Pupils requiring regular or ongoing intimate care will have an Individual Intimate Care Plan or EHCP incorporating:

- Nature of care required
- Agreed procedures
- Preferred communication methods
- Level of independence
- Equipment or training needs
- Arrangements for educational visits

7.2 Care plans will be developed in partnership with parents/carers, relevant professionals and the pupil where appropriate.

7.3 Care plans will be reviewed at least annually or sooner if circumstances change.

8. Delivery of Intimate Care

8.1 Intimate care should normally be delivered by trained and known members of academy staff.

8.2 Staff must:

- Explain procedures clearly to the child
- Seek consent where appropriate
- Respect privacy and dignity at all times
- Use appropriate PPE in line with infection control guidance
- Encourage independence wherever possible

8.3 Staff must not carry mobile phones, cameras or recording devices when providing intimate care.

8.4 Accurate records will be kept for all instances of intimate care, including:



- Date and time
- Reason for care
- Staff involved
- Any relevant observations

Accurate records will be kept for all instances of intimate care and stored securely in line with data protection guidance. Oversight of records will be maintained by a senior leader.

9. Staffing, Training and Safer Working Practice

9.1 Staff providing intimate care must:

- Have appropriate safeguarding checks in line with United Learning HR guidance
- Receive training in intimate care, safeguarding and infection control
- Have read and understood Part One or Annex A of KCSIE
- Follow the Staff Code of Conduct at all times

9.2 Staff have the right to decline intimate care duties if these responsibilities are not included in their job description or contract. However, staff also have a general duty of care, which includes providing appropriate personal care when necessary to ensure the safety, dignity, and wellbeing of pupils. It is considered best practice to have two members of staff present when changing a child, ensuring the process takes place in an open, observable, and justifiable environment that safeguards both the child and the staff involved.

The academy will seek to ensure appropriate staffing arrangements.

9.3 Where agency or supply staff are required to support intimate care, this will only occur following:

- Confirmation of safeguarding checks
 - Appropriate risk assessment
 - Senior leader approval and appropriate supervision
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10. Medical and Specialist Procedures

10.1 Medical or specialist procedures (e.g. catheter care, colostomy management, rectal medication) will only be carried out by staff who have received specific training and where this is documented in a care plan.

10.2 Physiotherapy or massage will only be delivered in line with professional guidance and agreed plans, with a clear emphasis on safeguarding.

11. Roles and Responsibilities



Parents/Carers

- Inform the academy of intimate care needs
- Provide consumable items where agreed
- Participate in care planning and review

Staff

- Deliver intimate care in line with this policy.
- Record care appropriately
- Report safeguarding concerns immediately.

DSL

- Provide oversight of safeguarding arrangements
- Ensure staff know reporting procedures.
- Liaise with external agencies.

Principal

- Ensure consistent implementation of this policy.
- Ensure staff training and support.
- Act on concerns relating to safeguarding or conduct.

Local Governing Body

- Ensure compliance with legislation.
- Monitor safeguarding and policy implementation.

12. Monitoring and Review

This policy will be reviewed every two years or earlier if required due to changes in legislation, guidance or United Learning requirements.