

Intimate and Personal Care Policy

1. Purpose

Lawnside Academy is committed to providing safe, respectful and dignified intimate and personal care for all pupils who require it. Staff carry out these duties professionally and in line with *Keeping Children Safe in Education (KCSIE)*, the Equality Act 2010, and safer working practice guidance.

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

2. Definition

Intimate care includes any support involving washing, touching or carrying out a procedure related to personal hygiene, toileting, continence or changing soiled clothing. Some procedures may only be carried out by staff who are trained and assessed as competent.

3. Principles

- Children are supported to be as independent as possible, according to age and ability.
- Care is planned, agreed with parents/carers and, where appropriate, set out in an individual intimate care plan.
- Children's privacy, dignity and emotional wellbeing are prioritised.
- Staff follow safer working practice and explain each step to the child in a way they can understand.
- Intimate care needs are never a barrier to admission or participation in school life.

4. Safeguarding and Safer Working Practice

- Staff follow the school's Child Protection and Safeguarding Policy at all times.
- Any marks, bruises or concerning changes in a child's presentation are reported immediately to the Designated Safeguarding Lead.
- If a child becomes distressed or uncomfortable with a particular member of staff, alternative arrangements will be made and parents informed.
- Allegations made by a child are managed in line with statutory safeguarding procedures.

5. Staffing and Supervision

Intimate care will normally be provided by **one trained member of staff**.

A second adult will be present **only where a risk assessment identifies this as necessary**, for example:

- specific medical or behavioural needs
- concerns raised by the child
- advice from external professionals

This approach aligns with safer working practice and avoids unnecessary loss of privacy for the child.

All intimate care interventions are recorded using the school's *Record of Intimate Care Intervention* form.

6. Working with Parents and Carers

- Parents/carers provide information about their child's needs when they join the school.
- Regular discussions ensure care plans remain appropriate.
- Parents provide nappies, pads, wipes and disposal bags where these are required.
- The school provides gloves, bins and liners for safe disposal.

7. Equipment, Hygiene and Health & Safety

- Staff wear gloves when dealing with bodily fluids or changing nappies/pads.
- Soiled waste is sealed in a disposal bag and placed in a designated bin.
- Bins are emptied regularly in line with the school's Health & Safety Policy.
- Facilities and equipment are provided following assessment by relevant professionals (e.g., physiotherapist, occupational therapist, school nurse).

8. Equality and Inclusion

Lawnside Academy fulfils its duties under the **Equality Act 2010**. This means:

- Children with continence, toileting or intimate care needs are not discriminated against.
- Reasonable adjustments are made to ensure full access to education.
- Parents are **not** expected to attend school to carry out routine intimate care.

9. Training

Staff providing intimate care receive appropriate training, including:

- safeguarding and safer working practice
- infection control
- specific medical procedures where required

Staff confirm they have read this policy and understand related policies.

10. Linked Policies

- Child Protection and Safeguarding Policy
- Health & Safety Policy

- Accessibility Plan
- Managing Medicines Policy
- Physical Intervention Policy
- SEND Policy

11. Review

This policy is reviewed annually or sooner if statutory guidance changes.

Version	Date	Author	Notes on revision(s)	Date ratified by governors	Next review date
7	April 2026	C. Johnson	Policy updated to reflect current DfE and KCSIE guidance; streamlined wording and revised supervision requirements.	April 2026	April 2027
6	March 2025	C. Johnson	No changes	March 2025	September 2025
5	September 2023	C. Johnson	No changes	October 2023	September 2024
4	November 2022	C. Johnson	No changes	November 2022	September 2023
3	September 2021	C. Johnson	No changes	October 2021	September 2022
2	January 2019	C. Johnson	Amendments for Academy		
1	May 2018	C. Johnson	New policy written for adoption.		

APPENDIX 2

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Name:	
Class:	
D.O.B:	
Parent/Carer's Name:	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, changing nappies/pads, washing and toileting.

I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care.

Name:

Signature:

Relationship to Child:

Date: