CARBEILE JUNIOR SCHOOL

INTIMATE CARE POLICY

PH – November 2026

1. Rationale

Intimate care is physical care that may be a source of embarrassment for a pupil, parent or carer. Pupils at Carbeile Junior School may require various levels of intimate care. Individual pupils and their parent's views will be sought regarding personal needs and routines; these should be documented and signed in conjunction with this policy.

2. Aims

- To ensure the privacy and dignity of individuals is maintained at all times
- To provide physical care to all pupils that complies with their wishes
- To ensure that all adults providing intimate care are protected by the knowledge that the parents and/or pupils views have been sought and documented
- To ensure that in an emergency, any available member of staff will carry out appropriate actions
- To provide the appropriate guidance/information/training/equipment for staff regarding the manual handling of pupils when intimate care is needed.

3. Guidelines

- A pupil's privacy and dignity must be maintained at all times
- Intimate care should be undertaken, with tact, and sensitivity and in an unhurried manner, appropriate to individual needs
- The school/carer/child if appropriate should select the environment to deliver intimate care/meet the pupil's toileting needs
- The class teacher should make appropriate arrangements within the classroom to accommodate pupils with intimate care needs
- Intimate Care Plans should be used to inform key staff about the needs of the child
- Wherever possible pupils should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this
- Individual requirements and concerns relating to intimate care should be identified and documented
- Informed consent for a carer to deliver intimate care should be obtained from the pupil and/or the parent/carer
- The care to be delivered should be explained to the pupil in a manner appropriate to their age and level of understanding
- Staff should respond as soon as possible to meet the pupil's needs with regards to personal hygiene
- The highest standards of hygiene should be maintained throughout the delivery of intimate care and appropriate materials and facilities should be available

- Staff should document any adverse or unusual reactions exhibited by a child during any intimate care procedures; concerns should be reported to SLT. Delivery of further intimate care should be re-assessed if necessary.
- Should staff have cause for concern regarding child protection issues, the Child Protection Policy procedure must be followed
- All intimate care must be carried out with due regard to the Manual Handling Policy and in such a way that carers remain safe.

4. Related Documents

Child Protection Policy
Manual Handling Policy
Managing Medicines Policy
Drugs Policy
Health & Safety Policy
Supporting Children with Medical Needs
Staff Code of Conduct
Pupil's Individual Intimate Care Plan
EHCP Plan if applicable

5. Policy Review

As previously stated, this document is not specific to any individual pupil at Carbeile Junior School and should be utilised in conjunction with documented intimate care requirements based on a pupil's individual needs. For that reason unless earlier revision is required, this policy will be reviewed every three years. Electronic copies of the document will be retained by the Senior Administration Officer.

Date of next review: November 2029

Signed SENCO: .....

Date: .....