



**Bexhill**  
Academy

# INTIMATE CARE POLICY

Updated: February 2023  
Next Review: February 2024  
Reviewer: Trudy Hillman

## **INTIMATE CARE POLICY**

for Bexhill Academy

This policy was adopted on 1 February 2023  
This policy is due for review on 1 February 2024

### 1. 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 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 pupils involved

There are often only a very small number of children at Bexhill Academy who require Intimate Care.

Types of Intimate Care at Bexhill Academy may include:

- Toileting
- Washing
- Changing
- touching or carrying out an invasive procedure to children's intimate personal areas.

### 2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance, including Keeping Children Safe in Education 2022.

It also complies with our funding agreement and articles of association.

### 3. Role of parents

#### **3.1 Seeking parental permission**

Where there isn't an intimate care plan in place, parental permission will be sought before performing any intimate care procedure.

If the academy is unable to get in touch with parents/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 parents/carers afterwards.

### **3.2 Creating an intimate care plan**

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

The academy 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 student will also be taken into account. If there's doubt whether the student is able to make an informed choice, their parents/carers will be consulted.

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

See appendix 1 for a blank template plan to see what this will cover.

### **3.3 Sharing information**

The academy 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.

## **4. Role of staff**

### **4.1 Which staff will be responsible**

Any roles who may carry out intimate care will have this set out in their job description. This includes Teaching Assistants and the academy Welfare Officer. The role of Intimate Care is included in the Job Description of all Teaching Assistants at the academy.

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

All staff at the academy 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.

### **4.2 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 student 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 academy
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed.

## 5. Intimate care procedures

### 5.1 How procedures will happen

It is best practice from a health and safety and safeguarding perspective to have two members of staff present. If it is not possible, the procedures will be logged with the Safeguarding Team on the student's safeguarding record immediately after the procedure

Male members of staff are able to carry out procedures on female students as long as they have an enhanced DBS with a barred list check. In all cases it is preferable to have a female member of staff with a female students and a male member of staff with a male student

Procedures will be carried out in a designated space that takes into account the needs of the individual student, including the medical room and the SEND department. This will be outlined in the Intimate Care Plan

When carrying out procedures, Bexhill Academy will provide staff with items such as protective gloves, cleaning supplies, changing mats and bins.

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

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

### 5.2 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 Bexhill Academy's safeguarding procedures.

If a student is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Safeguarding Team, the SENCo (Ms Lucy Culshaw) and a report to the Medical Team.

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

## 6. Monitoring arrangements

This policy will be reviewed by Bexhill Academy annually. At every review, the policy will be approved by the Trust Board, including Sara Attwood Designated Governor for Safeguarding

## 7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding Policy – Sept 2022

- Health and Safety Policy
- Supporting pupils with medical conditions Policy – April 2022
- This plan will be reviewed once a year.

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	
Any other issues or safeguarding concerns that staff may need to be aware of?	
Name of senior member of staff 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	

PARENTS/CARERS	
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	
Date	

This plan will be reviewed once a year.

Appendix 2: template parent/carer consent form:

PERMISSION FOR BEXHILL ACADEMY TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the academy to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the academy 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 academy immediately if I have any concerns	<input type="checkbox"/>
I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the academy 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).	<input type="checkbox"/>

PERMISSION FOR BEXHILL ACADEMY TO PROVIDE INTIMATE CARE

I understand that if the academy 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 Academy's intimate care policy, to make them comfortable and remove barriers to learning.

Parent/carer signature

Name of parent/carer

Relationship to child

Date