# The Parkside School
# Intimate Care Policy

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| **Approved by:** | Mrs C Ellis-Gage<br>Head Teacher | **Date:** February 2026 |
| **Signed:** |  | |
| **Next review due:**<br>**By:** | February 2027<br>Mrs Lucy Mills<br>Medical Lead | |

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## 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

Intimate care refers to any care which involves 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.

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

## 3. Role of parents

### 3.1 Seeking parental permission

Parkside school is a complex needs provision. Intimate care is a vital part of the school's pupil's needs. Due to the nature of need in the school intimate care is part of the school's daily practice to ensure hygiene needs are supported appropriately.

If the school is unable to get in touch with parents 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 afterwards.

### 3.2 Creating an intimate care plan

If parents/carers would like an intimate care plan they can get in touch with school.

Due to the high level of Intimate care required in Parkside school and intimate care plan is often discussed discussion based and with parents/carers at the start of the pupil's time at the school. This is continually reviewed and developed in order to promote independence.

The school will work with parents 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 child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

### 3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

## 4. Role of staff

### 4.1 Which staff will be responsible

Any roles within the school may carry out intimate care will have this set out in their job description.

All staff at the school 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 pupil to have as much participation as is possible (see moving and handling training)
- They will be familiar with:
- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

## 5. Intimate care procedures

### 5.1 How procedures will happen

Two members of staff to be present whilst changing a child using the bed - one member of staff must be moving and handling trained.

Where appropriate and in accordance to the pupils needs 1 member of staff can change a child on a bed but this must be checked with a key mover first.

One member of staff can use the hygiene room but the door must remain open, staff must make others aware of where they are.

Male, female and gender neutral staff can carry out intimate care with either male/female pupils/gender neutral ensuring they have an enhanced DBS with a barred list check

**Procedures will be carried out in hygiene rooms/pupil toilets only.**

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

When carrying out procedures, the school will provide staff with:

Protective gloves

Wipes – please remove and add "Wipes are supplied by parents/carers"

Yellow bins must be used to store pads and any waste

Small bags

Cleaning products

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

Parkisde can provide spare clothing for pupils but parents/carers are encouraged to return clothes cleaned although there is a limited supply and this is not sustainable.

Any soiled clothing will be contained securely and discreetly returned to parents 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 the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to DSLs

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

## 6. Monitoring arrangements

This policy will be reviewed by Lucy Kent annually. At every review, the policy will be approved by the Head teacher.

There are no requirements about how you approve this policy, or how often you review it (though it should be revisited twice a year), so choose what works best for your school.

## 7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- Moving and handling plans and policy
- Medical and first aid policy