



CARLTON
ACADEMY TRUST

Carlton Academy Trust
Intimate Care Policy

Approved on behalf of Trustees:

Roger Butterfield

Date:

October 2023

Next Review Date:

September 2024

Glossary

DSL:	Designated Safeguarding Lead
EHCP:	Education Health Care Plan
ICP:	Intimate Care Plan
IHCP:	Health Care Plan
LSA:	Learning Support Assistant
Parents:	Umbrella term also including Carers
SEND:	Special Educational Needs and Disabilities

Definition and Aims

Intimate care involves washing, touching, or carrying out a procedure to intimate personal areas which most people usually carry out independently, but because of their young age, physical difficulties or other special needs students are unable to do for themselves.

Staff must always treat students with respect and dignity when providing intimate care, being gentle and sensitive to individual needs. They must never be attended in a way that causes distress or pain.

Staff will be fully trained to undertake their role and where specific procedures are required, only suitably trained or qualified staff should undertake these. Staff must also work closely with parents and other professionals to share information to enhance continuity of care.

Students with complex or long-term medical conditions may have individual IHCPs which also consider their intimate care needs.

Safeguarding and Intimate Care

As intimate care is a regulated activity, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the student/s in their care, avoiding any perception of connections between the two.

A student's right to privacy must be respected, and therefore the number of staff present when they are given intimate care must be limited to those that are necessary to provide this care.

Where a staff member has concerns about the physical appearance of a child (bruises, soreness, etc) they must report these to the DSL without delay.

Unhappy or Distressed Child

If a child becomes distressed or unhappy about care from an individual member of staff, their concerns must be adequately investigated, and findings formally recorded onto CPOMS. Parents will also be informed without delay, with suggestions sought from them to effectively solve the problem. Further advice may be taken from outside agencies where necessary.

Staffing will be changed until issues are resolved, thereby ensuring the child's needs remain paramount.



Where a child makes an allegation against a member of staff, procedures set out in the Safeguarding and Child Protection policy must be followed.

Record Keeping

Staff must inform another appropriate member of staff when they are going to assist a student's intimate care needs without anyone else being present. This will typically be another teacher or LSA within the class/school.

Full records of all intimate care provided must be formally recorded using the format shown in Appendix A. These include comments and observations, such as changes in the child's behaviour. Records must be available to parents on request.

Where a student without an ICP or IHCP accidentally wets or soils themselves whilst in school and require intimate care, parents must be informed on the same day, preferably in person or by telephone.

Intimate Care Plans

Students requiring regular intimate care will have an ICP or IHCP detailing care needs. In some cases, intimate care needs will be included as part of an EHCP or SEND Support plan.

Where possible, it will be agreed after a formal meeting that considers the views of the student (where possible), parents, staff, and external professionals.

Considerations when developing the plan include:

- Agreeing appropriate terminology for genitalia, body parts and bodily functions.
- Religious/other beliefs and cultural values of the students and their families.
- Respecting the child's rights to privacy and modesty.
- Awareness of historical concerns, notably abuse.
- Which staff members will support their intimate care needs, ideally considering student preferences.
- Safe working practices and clear, unambiguous procedures.

Plans are reviewed at least annually or when there are significant changes to need.

Parental Responsibilities

Parents should provide appropriate products including spare nappies, incontinence pads, medical bags, wet wipes, and a change of clothing in case of accidents. They should also inform the school when their child has any marks or rashes.

Health and Safety

All staff must maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection. Bodily fluids must immediately be cleaned up and disposed of safely with staff wearing appropriate protective clothing (disposable plastic gloves and aprons), washing themselves thoroughly afterwards.



Annex B: CAT Intimate Care Plan

Student Name:	Year / Class:
Name of staff member / keyworker:	
Date:	Review Date:
Area of Need	
Equipment Required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Student will try to	Staff member will	Parents will	Target achieved date

Signed: _____ **Parent**

Signed: _____ **Staff member**

Signed: _____ **Student (where appropriate)**

