



DANE ROYD J&I SCHOOL

Intimate Care Policy

**Review frequency:
Annually**

**Approval by:
Chantal Midgley**

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Lead personnel: J.Davison

Aims which guide our policies and practice at Dane Royd School



PERSEVERANCE

As a school, we aim to nurture an environment where children and staff achieve and thrive. We want to build strong foundations and a love of learning where every member of our school community feels they belong, can be, and become the very best version of themselves. We want our children to understand the rich heritage of the world; to be a positive member of their community and to become skilled citizens who have self-belief, passion and empathy for the world in which they live.

Our Agreed Strong Foundations are:



RESPECTFUL

- To create a school environment which nurtures and encourages a life-long love of learning.
- All members of the school community will live the school values. Through these values, we will equip our young people with the skills for life, to make them reflective, empathetic and open-minded members of the community.
- To provide vital enrichment activities to provide opportunities for our children to experience and thrive in.
- To teach the knowledge and skills to enable our young people to make informed decisions about their well-being, health and relationships to build their self-efficacy.
- To celebrate differences and diversity, and promote equity of opportunity so all can thrive together.
- To have high aspirations for all our young people. We want every child to succeed in their own way. Successful learning means enabling every individual – regardless of background, race, gender, disability, sexuality or socioeconomic status – to flourish in our school.
- To support pupils to become responsible, active citizens who can play their part in public life as young people and adults in modern Britain.
- We want our children and staff to be proud of their school. By following our school values, we will build a respectful, dynamic and inclusive school community where everyone's achievements are celebrated.



OPEN-MINDED



UNDERSTANDING



DETERMINED

We ensure that all of our policies and practices are guided by these aims and we seek to ensure that they are at the forefront of all that we do.

1. Statement of Intent

Dane Royd Junior & Infant School is committed to safeguarding and promoting the welfare of all children. We recognise that some children require assistance with intimate care either on a regular basis or at specific times because of age, developmental needs, disability, special educational needs, medical needs, or personal circumstances.

The school is committed to ensuring that:

- Every child is treated with dignity, respect and sensitivity.
- Intimate care is delivered in a safe, professional and child-centred manner.
- Children's welfare, privacy and rights are protected at all times.
- Parents/carers work in partnership with the school.
- Staff are supported to carry out their responsibilities confidently and safely.
- Appropriate safeguards are in place to protect both pupils and staff.

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
 - Behaviour Policy
 - Health and Safety Policy
 - SEND Policy
 - Supporting Pupils with Medical Conditions Policy
 - Staff Code of Conduct
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2. Legal Framework

This policy has been developed with regard to:

- Keeping Children Safe in Education (KCSIE) 2026
 - Working Together to Safeguard Children
 - Equality Act 2010
 - Children and Families Act 2014
 - SEND Code of Practice
 - Early Years Foundation Stage (EYFS) Statutory Framework
 - Human Rights Act 1998
 - Data Protection Act 2018 and UK GDPR
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3. Definition of Intimate Care

Intimate care is any care involving:

- Washing, bathing or showering
- Toileting support
- Nappy changing
- Continence care
- Menstrual care
- Changing soiled clothing
- Supporting personal hygiene
- Assistance with dressing or undressing when required
- Certain medical procedures requiring direct contact with intimate areas

These activities may involve direct or indirect contact with private parts of the body.

4. Principles

All staff involved in intimate care will:

- Treat every child with dignity and respect.
- Preserve privacy wherever possible.
- Explain what is happening in a way that the child can understand.
- Encourage independence whenever appropriate.
- Involve children in decisions about their care.
- Seek consent appropriate to the child's age and understanding.
- Maintain professional boundaries at all times.
- Record concerns or incidents promptly.

No child should experience embarrassment, discomfort or distress as a result of intimate care arrangements.

5. Roles and Responsibilities

Headteacher

The Headteacher will ensure:

- Suitable arrangements are in place for intimate care.

- Staff receive appropriate training.
- Resources and facilities are available.
- Safeguarding procedures are implemented.

Designated Safeguarding Lead (DSL)

The DSL will:

- Provide safeguarding guidance to staff.
- Respond to concerns raised during intimate care.
- Ensure records are maintained appropriately.
- Liaise with external agencies where necessary.

Staff

Staff involved in intimate care will:

- Follow this policy and all safeguarding procedures.
- Undertake relevant training.
- Respect children's privacy and dignity.
- Report any safeguarding concerns immediately.
- Maintain accurate records where required.

6. Partnership with Parents and Carers

The school values partnership working with families.

Parents/carers will be:

- Consulted before any regular intimate care arrangements begin.
- Involved in creating Individual Intimate Care Plans where necessary.
- Informed of changes in needs or circumstances.
- Invited to review arrangements regularly.

Where ongoing support is required, a written Intimate Care Plan will be agreed and signed by parents/carers and the school.

7. Individual Intimate Care Plans

An Individual Intimate Care Plan will normally be developed when a child requires regular assistance.

Plans should include:

- The child's care needs.
- Preferred methods of communication.
- Level of independence.
- Specific care procedures.
- Equipment requirements.
- Health and safety considerations.
- Risk assessment.
- Emergency procedures.
- Review dates.
- Signatures from relevant parties.

Plans will be reviewed at least annually or sooner if needs change.

8. Staffing Arrangements

The school will determine staffing arrangements through individual risk assessment.

In most circumstances:

- One suitably trained member of staff will provide intimate care.
- Additional staff may be present where identified through risk assessment.
- Staff will work in a manner that is open, transparent and accountable.

The child's needs, dignity and welfare will always take priority.

The school recognises that a child's preference for support from particular staff members may sometimes be relevant and will be considered where practical and appropriate.

9. Supporting Independence

Children will be encouraged to develop age-appropriate independence.

Staff will:

- Promote self-care skills.
- Allow sufficient time for independence.

- Use prompts and encouragement.
- Celebrate progress.

The goal is to maximise independence whilst ensuring safety and wellbeing.

10. Safeguarding

Intimate care places children in a potentially vulnerable situation. All staff must remain vigilant to safeguarding concerns.

Staff must:

- Follow the school's safeguarding procedures.
- Report any concerns immediately to the Designated Safeguarding Lead.
- Record unexplained marks, bruises, injuries or behavioural changes.
- Report any disclosures made during intimate care.

Intimate care must never be used as a reason to deviate from established safeguarding procedures.

11. Responding to Concerns or Allegations

If concerns arise regarding a member of staff involved in intimate care:

- The matter will be dealt with in accordance with the school's Safeguarding and Child Protection Policy.
- Procedures outlined in Keeping Children Safe in Education will be followed.
- The Local Authority Designated Officer (LADO) will be consulted where appropriate.
- Accurate records will be maintained.

If a child expresses discomfort, distress, or a preference not to be supported by a particular member of staff, the matter will be taken seriously and appropriate arrangements considered.

12. Health and Safety

Staff will:

- Use appropriate personal protective equipment (PPE).
- Follow infection prevention and control procedures.
- Wash hands before and after care procedures.
- Dispose of waste appropriately.
- Follow moving and handling guidance where applicable.

Any specialist equipment will be maintained and used in accordance with training and guidance.

13. Confidentiality and Record Keeping

Information relating to intimate care will be treated as confidential.

Records will:

- Be factual and accurate.
- Be stored securely.
- Be shared only with those who need to know.
- Comply with data protection requirements.

A record of intimate care may be maintained where identified within a child's care plan or risk assessment.

14. Equality and Inclusion

The school will ensure that intimate care arrangements:

- Promote equality of opportunity.
- Respect cultural, religious and personal beliefs.
- Meet the needs of pupils with disabilities and SEND.
- Comply with the Equality Act 2010.

Reasonable adjustments will be made where required to meet individual needs.

15. Monitoring and Review

The Governing Body will monitor the implementation of this policy through safeguarding and welfare arrangements.

This policy will be reviewed every two years or earlier if:

- Legislation changes.
 - Statutory guidance changes.
 - Significant incidents indicate review is required.
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