



**Sacred Heart**  
Catholic Primary School  
*Together we live and learn; we play and pray*

# Guidance for Intimate Care

Reviewed March 2026

Date of next review March 2027

# Equality Act Statement

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender identity and maternity and pregnancy), religion or belief and sexual orientation.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of Persons with Disabilities, and the Human Rights Act 1998.

Please refer to the St John the Baptist Multi Academy Trust Equality and Diversity Policy.

Sacred Heart Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# 1. Purpose and Aims

Sacred Heart Catholic Primary School takes seriously its responsibility to safeguard and promote the welfare of the children in its care. Supporting pupils with intimate care needs is an important aspect of safeguarding.

This policy outlines the procedures and expectations for staff when supporting pupils with intimate care needs in order to:

- Safeguard children and staff
- Promote dignity, privacy and respect
- Ensure consistency of care
- Support pupils to develop independence wherever possible
- Ensure compliance with safeguarding, health and safety and equality legislation.

The Governing Body recognises its duties under the Equality Act 2010 to ensure that pupils with disabilities or additional needs are not discriminated against and are supported to access education fully and safely.

Some pupils may require assistance with intimate care due to:

- their age
- medical needs
- physical disabilities
- developmental delay
- Special Educational Needs and Disabilities (SEND)

The school will ensure that these needs are met sensitively, respectfully and in partnership with parents/carers and relevant professionals.

## 2. Definition of Intimate Care

Intimate care is defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but which some pupils are unable to do due to their age, developmental stage, disability or additional needs.

Examples include:

- toileting and continence support
- changing clothing following soiling or wetting
- menstrual care
- washing or bathing
- dressing and undressing
- feeding
- oral care
- administration of medical procedures (where appropriate training has been given)
- gastrostomy feeding
- supervision of pupils undertaking intimate self-care

Intimate care may also include supporting a child to manage their own personal care where supervision is required.

## 3. Related School Policies

This policy should be read alongside the following school policies:

- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Behaviour Policy
- Physical Intervention Policy
- Staff Code of Conduct
- Whistleblowing Policy

## 4. Principles of Intimate Care

The following principles underpin this policy:

Every child has the right:

- to be safe
- to privacy and modesty
- to be treated with dignity and respect
- to be valued as an individual
- to be consulted and involved in decisions about their care, as appropriate to their age and understanding
- to have their views and preferences listened to
- to receive care in a way that supports independence

The child's welfare and wellbeing must always be the primary consideration.

Intimate care must always be provided in a way that:

- maintains dignity
- minimises embarrassment
- respects cultural, religious and personal beliefs
- promotes independence wherever possible.

## 5. Best Practice – Pupils

Pupils who require regular assistance with intimate care will have an Individual Intimate Care Plan or Health Care Plan.

This plan will be developed in partnership with:

- parents/carers
- relevant school staff
- healthcare professionals where appropriate
- the pupil, where appropriate.

Plans will include:

- the nature of the pupil's care needs
- agreed care procedures
- staff responsible for providing support
- infection control procedures
- safeguarding considerations
- arrangements for school trips and off-site activities.

Care plans will be reviewed annually or sooner if needs change.

Parents/carers will be informed the same day if their child requires unexpected intimate care, for example following an accident or illness.

Records will be kept of intimate care support provided, including:

- date
- time
- staff member(s) present
- reason for care
- any relevant observations (e.g. marks, behavioural changes).

These records will be stored securely.

## 6. Best Practice – Staff

Staff providing intimate care will:

- be appropriately trained
- follow infection control procedures
- wear appropriate personal protective equipment (PPE) such as gloves and aprons where necessary
- maintain the child's dignity and privacy
- communicate clearly with the child throughout the process.

Where possible:

- another adult should be aware that intimate care is taking place
- doors should not be fully locked unless necessary for safeguarding
- care should take place in a designated appropriate area.

Staff should never undertake intimate care behind completely closed doors without another adult nearby or aware.

Students and volunteers will not provide intimate care.

Staff must not carry mobile phones, cameras or recording devices while providing intimate care.

## 7. Supporting Independence

Where possible, pupils will be encouraged to develop independence in managing their own personal care.

Staff will support pupils to:

- develop self-care skills
- communicate their needs
- manage hygiene routines safely.

The level of support provided will reflect the pupil's age, ability and developmental stage.

## 8. Working with Children of the Opposite Sex

The school recognises the positive value of both male and female staff working with pupils.

However:

- the child's dignity and privacy will always be prioritised
- where possible, same-sex staff should provide intimate care, particularly for older pupils
- the wishes of the pupil and parents/carers will be taken into account where possible.

## 9. Safeguarding

Children who require intimate care may be more vulnerable to abuse.

All staff must remain vigilant and follow the school's Safeguarding and Child Protection Policy.

If a member of staff notices:

- unexplained injuries
- unusual marks or bruising
- changes in behaviour
- a child becoming distressed during intimate care

this must be reported immediately to the Designated Safeguarding Lead (DSL).

Any allegations against staff will be handled in accordance with Local Authority Designated Officer (LADO) procedures.

Staff must also report any concerns about a colleague's conduct through the Whistleblowing Policy.

## 10. Medical Procedures

Some pupils may require assistance with medical procedures.

Where this is the case:

- procedures will be detailed within an Individual Health Care Plan
- only trained staff who have agreed to undertake the procedure will carry it out
- appropriate hygiene and infection control procedures must always be followed.

Where intimate examination is required in a first aid situation, another adult should be present wherever possible.

## 11. Massage and Sensory Support

Massage or sensory activities may sometimes be used to support pupils with complex needs.

Such activities must:

- form part of a documented support plan
- be explained to the child
- only involve appropriate areas such as hands, shoulders or feet
- respect the pupil's right to refuse.

No pupil should be forced to take part in sensory activities involving touch.

## 12. Health and Safety

Staff must follow health and safety procedures when supporting intimate care, including:

- safe moving and handling techniques
- use of appropriate PPE
- correct disposal of waste
- cleaning of equipment.

Staff should receive appropriate training in manual handling and infection control where required.

## 13. Monitoring and Review

The Headteacher and Governing Body are responsible for ensuring this policy is implemented effectively.

This policy will be:

- reviewed every two years, or sooner if guidance changes
- monitored through safeguarding procedures and staff training.