



THE GREETLAND ACADEMY

Intimate Care Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
Last review date:	October 2025	Last reviewed by:	SLT
Last updated:	October 2025	Last updated by:	H Crowther
Next review due :	October 2026		

Introduction

The issue of Intimate Care is a sensitive one and will require staff to be respectful of each individual's needs. The student's dignity should always be preserved with a high level of privacy, choice and control. There should be a high awareness of safeguarding Issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents / carers to provide continuity of care for young people at The Greetland Academy wherever possible.

Definition of Intimate Care

'Intimate Care' can be defined as care tasks of a personal nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the intimate parts of the body. In most cases such care will involve cleaning for hygiene purposes.

Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with students and parents.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Menstrual cycle
- Washing intimate parts of the body
- Changing sanitary wear
- Supervision of a student involved in intimate self-care

School Vision and Policy Implementation

The Greetland Academy aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially by:

- Providing the highest standard of education to enable all children equally to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the physical and emotional welfare of our students and young adults.
- To provide guidance and reassurance to staff carrying out intimate care procedures.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all students and young adults.

Equal Opportunities

Our school seeks to foster warm, welcoming and respectful environments, which allow us to question and challenge discrimination and inequality, resolve conflicts peacefully and work and learn free from harassment and violence.

We recognise that there are similarities and differences between individuals and groups but we will strive to ensure that our differences do not become barriers to participation, access and learning and to create inclusive processes and practices, where the varying needs of individuals and groups are identified and met. We therefore cannot achieve equality for all by treating everyone the same.

We will build on our similarities and seek enrichment from our differences and so promote understanding and learning between and towards others to create cohesive communities.

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

School Responsibilities

All employed staff working with the students at Greetland Academy must have a current enhanced DBS check. Any individual on a work placement from school or colleges or volunteers will not be involved in the intimate care of students.

Managers must ensure that all staff undertaking the intimate care of our students are familiar with, and understand the Intimate Care Policy of the school and discuss and update individual's needs with the teacher/designated safeguarding leads on a regular basis.

All staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.

Intimate care arrangements must be agreed by the SENCO, SLT, parents/carers and student (if appropriate).

If a staff member has concerns about a colleague's intimate care practice, they must report this to a member of the Senior Leadership Team, a Designated Safeguarding Lead or Governor.

Guidelines for Good Practice

All students have the right to be safe and to be treated with **dignity** and **respect**. These guidelines are designed to safeguard students and staff. They apply to every member of staff involved with the intimate care of our students. Staff involved with a pupils intimate care need to be sensitive to their individual needs. Staff also need to be aware that students and staff are potentially vulnerable when completing intimate needs. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard students and staff.

- All staff who provide intimate care will treat every student with dignity and respect and ensure privacy appropriate to the student's age and situation.
- A student's independence will be encouraged as far as possible in his / her intimate care. Where the individual is fully dependent, talk with them about what is going to be done and give them choice where possible.
- All intimate care tasks should be carried out with two adults present.
- Good practice in intimate care should be consistent. Effective communication between parents / carers / school ensures practice is consistent.
- As basic principle, students will be supported to develop positive self-esteem and body image. Confident, self-assured students who feel their body belongs to them are less vulnerable to abuse. The approach you take to intimate care can convey lots of messages to a student about their body worth. Staff attitude to a student's intimate care is important, as is keeping in mind the student's age.
- Ideally, every student should have the choice of carer for all their intimate care. This is not always possible and needs to be practicable within the daily workings of the school.
- The individual student's emotional wellbeing, safety, dignity and privacy are of paramount importance. The individual should be appropriately covered, and not able to be viewed by other students.
- If a child's underwear is checked and does not result in the need for a change, parents should be informed.
- The child should be asked if they have had an accident first. If the child says no but there is still a strong suspicion that the child has had an accident, it is advised that permission to check further is sought from a parent/carer. Checking without consent should be a last resort.
- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the student is distressed and provide reassurance. Parents / carer must be informed about concerns and distress through an appropriate member of staff and, at times, arrangements may need to be adapted.
- Gloves must be worn. Make sure all the appropriate risk reduction aids are used – apron / gloves / wipes for staff. Collect all equipment prior to intimate care procedures.
- Parents are asked to give consent to intimate care for their child electronically via Arbor (the schools MIS system).
- Staff **MUST** check that a child has intimate care consent (on Arbor) **BEFORE** they can carry out intimate care for any child.

The Protection of Students

- Education Safeguarding procedures and Inter – Agency Safeguarding procedures will be accessible to staff and adhered to.
- If a member of staff has any concerns about physical changes in the individual's presentation e.g. marks, bruises, soreness etc. s/he will immediately report any concerns to a Designated Safeguarding Lead. A clear record of the concern will be completed following the school's Safeguarding Policy.
- Report and record any unusual emotional or behavioral response by the student. A written record of concerns must be made and logged on CPOMS.
- If a student makes an allegation against a member of staff, it will be thoroughly investigated and any necessary safeguarding procedures will be followed.
- Cameras or mobile phones with camera facility must not be operated in changing areas during intimate care procedures.

This policy and guidelines will be made available for all staff – accessibly on staff server – Policies Folder.

Copies will be available from the main school office. It is the responsibility of all staff to read the document and adhere to the guidelines



Appendix 1

Hygiene and infection control guidelines

- Staff to wear disposable gloves and aprons while dealing with the incident.
- Soiled materials to be wrapped and placed in an outside bin.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels available for drying hands.

For each child with intimate care needs linked to a medical condition, a written plan will specify:

- Who will change the nappy/pad.
- Where nappy/pad changing will take place.
- What resources will be used (e.g. cleansing agents used or cream to be applied).
- How the nappy/pad will be disposed of.
- What infection control measures are in place e.g. personal protective equipment.
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.

Appendix 2



Intimate Care Plan

Intimate Care Plan	
Name:	Class:
DoB:	Year group:
Academic Year:	Date Written:
I give permission for staff to carry out aspects of intimate care for my child.	
Areas of Need	Support required
Intimate care – support for toileting in the Reception area toilets He/she has frequent/occasional accidents.	<ul style="list-style-type: none"> xxx requires support for sequencing and organising his/her toilet routine. xxx requires intimate care for soiled nappies Toilet strips will be displayed in the bathroom. xxx will require intimate care if wet or soiled. PPE for intimate care (gloves and aprons) should be worn when intimate care is required. The aim of this care plan is to teach xxx to toilet independently and he/she should always be encouraged to care for himself independently before adult support. Parents will provide changes of clothes, wet wipes, carrier bags and nappy sacks. xxx will be asked if they have had an accident first
Changing routine	
<ul style="list-style-type: none"> 2 staff members to be present Staff should wear gloves and aprons for intimate care Timed toilet trips should be used to avoid accidents. Wet/soiled clothes should be sealed in a carrier bag and returned to parents at the end of the day. Used cleaning products (wet wipes) should be sealed in a nappy sack and disposed of in the waste bin or nappy bin in the disabled toilet. Any bodily fluid spills should be cleaned using appropriate cleaning products by staff wearing PPE. After intimate care adults should fill in the appropriate documentation to log the intimate care (see intimate care policy). 	
Adults designated for intimate care	
<ul style="list-style-type: none"> List names of staff here 	
School trips and offsite activities	
<ul style="list-style-type: none"> Identified staff for intimate care should be added to the trip The need for additional adults for changes should be added to the risk assessment Changing supplies should be taken by a designated member of staff. 	
Emergencies	
<ul style="list-style-type: none"> Staff should always comply with the school safeguarding, medical needs and first aid policies. 	
Signed (staff)	
Signed (parent)	
Date	

Appendix 3



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Intimate Care Log

Child's Name: _____ Class/ Year Group: _____

Name of Support Staff Involved: _____

Date	Time	Procedure	Staff signature	Second signature