

Shireland Collegiate Academy Trust

Intimate Care Policy

Committee and Date Approved	Trust Board- Summer 2026
Category	Recommended
Next Review Date	Annually – Summer 2027
Policy Availability	Trust Website
Officer Responsible	CEO

**The Trust, all Academies within the Trust and Shireland Learning Limited
must comply with this policy.**

Contents

Introduction	2
Aims	2
Legislation and Statutory Guidance.....	2
Roles and Responsibilities.....	3
Families	3
Staff	3
Intimate Care Procedures	4
Refusal of Intimate Care.....	4
Creating an Intimate Care Plan.....	4
Safeguarding concerns	5
Appendix 1 – Consent Form	6
Appendix 2 – Intimate Care Plan	7
Appendix 3 – Intimate Care Record.....	8

Within this document any reference to Academy will cover our Academies, Nurseries,
Technology Schools and University Technical Colleges.

Introduction

This policy refers to children/young adults of any age who require support with intimate care from an adult on a daily basis and/or those who may require it occasionally or exceptionally.

Intimate care refers to any care that involves routine health or hygiene procedures such as: toileting, washing, changing or barrier cream application, or medical procedures governed by healthcare plans.

Shireland Collegiate Academy Trust aims to deliver intimate care whilst upholding the dignity and independence of all children/young adults. Staff at Shireland Collegiate Academy Trust will strive to support the development of necessary skills that foster autonomy and self-care, particularly in meeting their intimate needs.

By promoting independence wherever feasible, staff create a safe and respectful environment that promotes the individuality and personal boundaries of each child/young adult.

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 every child are safeguarded.
- Children/young adults who require intimate care are not discriminated against, in line with the Equality Act 2010.
- Families are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols) that protect themselves and the children/young adults involved.

Legislation and Statutory Guidance

This policy complies with the Academy's Safeguarding and Child Protection policies. The policy also complies with the EYFS Statutory Framework safeguarding and welfare requirements, including dignity, consent, supervision and child protection.

Roles and Responsibilities

Families

To ensure a collaborative approach is taken, it is important that families share any relevant information in relation to intimate care requirements, including any external agency involvement such as health care professionals.

- **Consent Form (Appendix 1)**
For children/young adults who need routine or occasional intimate care (e.g. for toileting or toileting accidents) families will be asked to sign the consent form.
- **Intimate Care Plan (Appendix 2)**
For children/young adults whose needs are more complex or who need a particular support outside of what is identified in the consent form, an Intimate Care Plan will be created in discussion with families and (wherever possible) the child or young person.
- **Permission**
Where there isn't a consent form or Intimate Care Plan in place, permission will be sought from families before performing any intimate care procedure. If the school is unable to reach families and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable. In this instance, the Academy will inform families as soon as possible afterwards.
- **Supplies**
For children/young adults that require additional supplies (e.g. nappies, wipes, creams, underwear and a change of clothes), it is the families' responsibility to ensure these are provided.

Staff

All staff 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.

All staff who are required to carry out intimate care will receive appropriate training including:

- Training in the specific type of intimate care they undertake
- Regular safeguarding training
- Manual handling (where required)

Staff will be familiar with:

- The control measures set out in risk assessments carried out by the Academy
- Hygiene and health and safety procedures

Staff will be encouraged to seek further advice when needed.

Intimate Care Procedures

Academies within Shireland Collegiate Academy Trust will adhere to best practices concerning intimate care procedures, ensuring the health, safety and safeguarding of our children/young adults is in place.

In line with the aims of the policy, intimate care is carried out with due regard to safeguarding. Where possible, intimate care procedures are conducted in designated areas within our premises where privacy and dignity are upheld. This includes arrangements to ensure staff are not isolated, such as:

- Doors are unlocked or partially open.
- Nearby staff awareness, to ensure another staff member is within sight or hearing.
- Visibility panels where appropriate.

Intimate care arrangements are also applied during educational visits where risk assessments will ensure care planning is upheld.

Documentation of intimate care procedures will be accurately recorded in line with Academy processes either using online recording software such as Medical Tracker or by using Appendix 3. Training and regular review of intimate care protocols are essential to uphold professionalism and safeguarding standards. All records are stored securely and retained in line with Trust data protection policies.

Refusal of Intimate Care

Care will not be forced. If a child refuses, resists or becomes distressed during care, staff will stop, reassure and escalate concerns appropriately.

Creating an Intimate Care Plan

Where an Intimate Care Plan is required, Academy staff will ensure that the plan is created following a collaborative discussion with all parties including families and appropriate health agencies (if appropriate). Wherever possible, the child/young adult will be included in the creation of the Intimate Care Plan.

The views of the child/young adult alongside family perspectives are vital in shaping the approach to the Intimate Care Plan. Our commitment to consider these views to guarantee that the care given is comprehensive, compassionate and respectful of individual needs and preferences.

Intimate Care Plans will be regularly reviewed as required to address the specific needs of each child/young adult. Following a review, adaptations will be made as necessary to ensure that the intimate care provided is sensitive, respectful and tailored to the individual requirements of the child/young adult.

At all times, staff will strive to support the development of necessary skills that foster autonomy and will promote independence wherever possible.

Safeguarding concerns

Any staff member who encounters physical concerns during intimate care procedures, or in the event of a child/young adult exhibiting signs of physical distress or discomfort, these observations will be recorded and escalated in line with Academy safeguarding procedures. Physical concerns may include observations of marks, bruises or soreness.

Where accidental harm or any procedural complications occur, reporting to the Designated Safeguarding Lead will be actioned immediately and families will be informed.

Appendix 1 – Consent Form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Nursery/School/Academy name	
Name of child	
Date of birth	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I understand that I am required to provide personal care supplies such as nappies, wipes and spare clothing	☐
<u>OR</u> I do not consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed) in a timely manner. I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the Shireland Collegiate Academy Trust's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Name of parent/carer	
Parent/carer signature	
Relationship to child	
Date	

Appendix 2 – Intimate Care Plan

THE CREATION OF THIS PLAN WILL BE COLLABORATIVE BETWEEN HOME AND SCHOOL, WITH CONTRIBUTION FROM OUTSIDE AGENCIES WHERE APPROPRIATE

Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given and who will provide it	
Where care will take place	
What resources and equipment will be used, and who will provide them (including number of adults required)	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	

AGREEMENT

This plan has been created collaboratively and will be reviewed as required to address the specific needs of each child/young adult A review of this plan will take place by the agreed date, unless there is a change in circumstance whereby a review will take place sooner.		Review Date:	
Name of parent or carer			
Relationship to child			
Signature of parent or carer		Date:	
Signature of child (where appropriate)		Date:	
Signature of staff		Date:	

Appendix 3 – Intimate Care Record

[illegible]