



# **St. James' Church of England Primary School**

**'Building One Faith, One  
Family,  
Our Future'**

## **Intimate Care Policy**

Created by Lesley Jacques & Katie Smith – Autumn 2024  
Approved by Governors – Autumn 2024  
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Next Review Date – Autumn 2026 (Resources Committee)

## Foundation, Vision and Intent

**St James' Lower Darwen**

Church of England Primary School



**"Building One Faith, One Family, Our Future."**

**"We offer a holistic curriculum that champions our community and is aspirational."**

PERSONAL DEVELOPMENT  
through

ENRICHMENT

THE NATIONAL CURRICULUM

SKATS

FORGIVENESS

COMPASSION

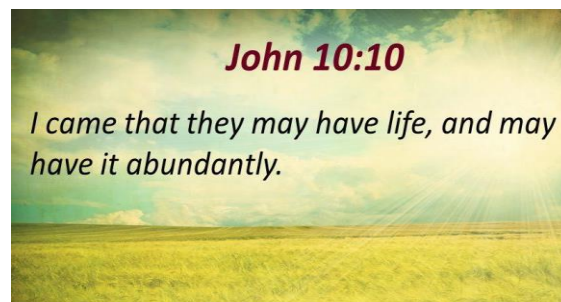
LOVE

TRUTH

JUSTICE

**Jeremiah 29:11**

**John 10:10**



We want our children to know that **God has a plan for them** that means **they live their best life possible.**

Each **policy** and procedure within school, alongside the ongoing **curriculum** delivery, our **SKATS** programme, **enrichment** and the **spiritual development** offered to our families through Worship, RE and our links with Church, work towards making this happen.

## **INTRODUCTION**

Staff who work with children will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs. Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at St. James' work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

St. James' Church of England Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

## **OUR APPROACH TO BEST PRACTICE**

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care will receive Child Protection Training and Health and Safety training in moving and handling. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. (appendix 1)

Parents/carers will be involved with their child's intimate care arrangements; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation. (Appendix 2)

For a child who requires daily or frequent Intimate Care:

- a Management Plan must be in place and parents must sign the agreement (Appendix 1 and Appendix 2). These plans will be reviewed twice a year, by the class teacher and parents, and on a needs led basis;
- a Risk Assessment will be completed and posted in an appropriate place in school;
- guidance regarding Intimate Care will be shared with all staff and posted in an appropriate place in school.
- an Intimate Care letter to be completed and sent to parents on the same day Intimate Care was carried out. It is imperative this letter is completed and sent home to reduce risks (i.e. -allegations). A copy of this letter must go to the office for filing.

Each child's right to privacy will be respected. Where possible, one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be carefully documented.

### **'ONE OFF' CARE**

Parents must be made aware for children who Intimate Care was required as a 'one off.' As above, an Intimate Care letter to be completed and sent to parents on the same day Intimate Care was carried out. A copy of this letter must go to the office for filing.

### **STAFF SUPPORT**

Staff are not contracted to support children in Intimate Care and do so by choice. If no staff are available to support children in Intimate Care, parents will be contacted to collect the child (either clean the child at school or take them home).

### **THE PROTECTION OF CHILDREN**

Education Child Protection Procedures will be accessible to staff and adhered to. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the appropriate designated lead for Child Protection, Mrs L. Jacques or the Deputy Child Protection lead, Mrs M. Tindall. Child Protection procedures will then be followed.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, the school's agreed procedure for managing allegations against staff will be followed

## Appendix 1



### Intimate Care Management Plan

The purpose of this plan/ agreement is to:

- ensure that the child is well cared for and has access to learning and facilities at school;
- ensure the child's personal well-being;
- ensure that all adults involved in caring for and supporting the child understand what has been agreed;
- support the child in becoming more and more independent in his toileting habits as soon as possible;
- ensure that the child is clean and hygienic and comfortable;
- ensure there are good and safe levels of supervision for other children in the classroom/ lunchtime;
- ensure that staff are not required to undertake unreasonable duties

This plan/agreement will be completed by the school with input from the child's parents, SENCO, support assistant (if they have one) and class teacher.

If the child requires intimate care, but, has no specific support, another member of staff will be allocated to support in doing this. This plan to be reviewed by the class teacher, with parents at least annually or on a needs led basis.

### Emergency Situations

In emergency situations we may have to:

- organise for parents to be contacted and be requested to come and collect/clean their child using school facilities.

Parents will:

- work with the school to review their child's progress in this aspect regularly;
- keep the school informed of progress at home and any changes to routines, medicines etc. which may affect his bowel movements;
- continue to work hard to support their child in becoming more independent with their toileting and to reduce the possibility of soiling;
- try their best to support the school in emergency situations.

## Intimate Care Plan

Name of Child	
DOB	
Support	
Background information regarding the intimate care required	
Equipment needed	
Classroom Arrangements	
Lunchtime Arrangements	
Location of suitable toilet facilities	
Support required	
Frequency of support	
Review Date and by whom	

## **Working towards Independence**

Child will try to:	
School support will:	
Review Date:	
Target Achieved:	

## Appendix 2



### Permission for St. James' Church of England Primary School to Provide Intimate Care

I understand that:

- I give permission to St. James' Church of England Primary School to provide appropriate intimate care support to my child (for example, changing soiled clothing, washing and toileting) and agree to the Intimate Care Management Plan;
- communication with school is important and I must communicate regularly with school;
- I will advise the school of any medical issues my child may have which affects issues of intimate care;
- school will communicate regularly with the family to ensure care is effective.

Child's Name	
Parent/carer Name(s)	
Signature(s)	
Relationship to Child	
Date	