



**BATTLEDOWN CENTRE FOR CHILDREN &  
FAMILIES**

**INTIMATE AND PERSONAL CARE  
POLICY**

**November 2024**

**Approved by:**

**Date:**

**Last reviewed on:**

November 2024

**Next review due by:**

November 2025

## **Introduction**

This policy complies with [statutory safeguarding guidance](#) detailed in KCSIE 2024

Battledown Centre For Children and Families is committed to ensuring that all staff responsible for intimate and personal care of pupils will always undertake their duties in a professional manner.

This school takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care.

The Local Advisory Body (LAB) recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any pupil with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against. The LAB will ensure that procedures and plans are in place in order that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that all the pupils we work with have the right:

- to be safe,
- to be treated with courtesy, dignity, and respect,
- to personal privacy,
- to be valued as an individual,
- to be involved and consulted in their own intimate care to the best of their abilities
- to be able to access all aspects of the education curriculum

No pupil shall be attended to in a way that causes distress, embarrassment, or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

This intimate care policy should be read in conjunction with the schools' policies as below:

- Safeguarding Policy \*
- Staff Code of Conduct and Guidance on Safer Working Practice \*
- 'Whistle-Blowing' Policy \*
- Health and Safety Policy
- Special Educational Needs Policy
- Supporting Pupils with Medical Conditions \*

\* available from the SAND website [Policies – SAND Academies Trust](#)

## **2. Definition:**

### **Intimate care**

This is defined as any care which involves washing, touching, or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products, and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Help may also be required with changing colostomy or ileostomy bags, managing catheters, stomas, or other appliances. This document makes it clear that teaching

staff should be under no obligation to provide nursing care, and the same applies to intimate care.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing continence pads (**urine/faeces**)
- Bathing/ showering
- Washing intimate parts of the body
- **Changing sanitary wear**

**This could also include swimming, physiotherapy, TACPAC and sensory massage depending on the activity.**

### **'Personal Care'**

This generally carries more positive perceptions than intimate care.

Although it may often involve touching another person, the nature of this touching is more socially acceptable, as it is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning. These tasks do not invade conventional personal, private, or social space to the same extent as intimate care and are certainly more valued as they can lead to positive social outcomes for people.

Those personal care tasks specifically identified as relevant here include:

- Skin care/applying external medication (with consent from Parents/Carers)
- Feeding – with guidance from SaLT if necessary
- Administering oral medication (with consent from Parents/Carers) – **see Supporting Pupils with Medical Conditions Policy Policies – SAND Academies Trust**
- Hair care – (with consent from Parents/Carers)
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet

Personal care encompasses those areas of physical and medical care that most people carry out for themselves but which some are unable to do because of disability or medical need. **Pupils** may require help with eating, drinking, washing, dressing and toileting. This guidance is not prescriptive but is based on the good practice

### **Our approach to best practice:**

- **All pupils requiring intimate and/or personal care are treated respectfully at all times; the pupil's welfare and dignity is of prime importance**
- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Child Protection, Moving, and Handling, where appropriate) and are fully aware of best practice.
- Where specialist equipment and facilities are required above that currently available in the school, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual pupil considering developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities

- Individual care plans may be drawn up for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and may be recorded on the care plan
- Where relevant, it is good practice to agree with the pupil and parent's / carers appropriate terminology for private parts of the body and functions. Safeguarding / sex education guidance generally states this should be anatomically accurate/factual words, and not "family words".
- The needs and wishes of pupils and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation

### Privacy

Ensuring that privacy and dignity are maintained during intimate is essential. This will be done by:

- Only one pupil in the bathroom at a time
- Positioning of changing beds to ensure they are not in direct line of sight from the door or use of a screen such as a curtain when the pupils need intimate care.
- Encouraging the pupils to shut the cubicle doors when using the toilet.

### Suitable hygiene resources

- Staff should wear disposable gloves and aprons when changing pads and soiled clothing
- Soiled pads should be placed wrapped in a bag and disposed of in a designated sanitary bin
- Sanitary bins should be emptied regularly
- Changing area should be cleaned after each use
- Staff should wash hands between each pupil

### **Child Protection:**

The LAB members and staff of Battledown Centre for Children and Families recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be always adhered to.

If a member of staff has any concerns about physical changes in a pupil's presentation (unexplained marks, bruises, or soreness, for example) staff will immediately report concerns to the Designated Safeguarding Lead.

If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a pupil makes an allegation about a member of staff this will be investigated in accordance with agreed procedures detailed in the Safeguarding Children Policy.