



Personal and Intimate Care policy

Review due by **September 2026**

Our Mission Statement established by the trustees of the Archdiocese of Southwark. This Catholic Academy seeks to create a community, which is characterised by gospel values and the teaching of the Catholic Church. The Academy seeks to serve both the Catholic and the local community, welcoming all those who embrace its values and share its quest for excellence. It is our mission:

- To provide opportunities for young people to develop the knowledge, skills and wisdom necessary for effective learning;
- To enable learners to develop their intellectual, social, moral, spiritual and physical potential to the full in order to become proactive members of both the local and wider community;
- To increase aspirations by fully utilising educational innovations and opportunities in the best interests of our students and staff.

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1. 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 students are safeguarded

Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010

Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account

Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with Keeping Children Safe in Education Guidance 2025

3. Role of parents

Seeking parental permission

For students who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support an intimate care plan will be created in discussion with parents

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the academy is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the academy will inform parents afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the academy, parents, the child (when possible) and any relevant health professionals.

The academy will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed every year and updated whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

Sharing information

The academy will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

Which staff will be responsible?

Any roles who may carry out intimate care will have this set out in their job description

All staff at the academy 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

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake

- Training in hygiene and health and safety procedures

- Regular safeguarding training

- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

5. Intimate care procedures

How procedures will happen

All intimate care procedures will be carried out with two members of staff present

All intimate care procedures will take place in the accessible bathroom where the appropriate equipment is available

When carrying out procedures, the academy will provide staff with:

Protective gloves, cleaning supplies, and the appropriate bins

For pupils needing routine intimate care, the academy expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the academy's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a first aider or the Medical Officer

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the academy's safeguarding procedures.

6. Links with other policies

This policy links to the following policies available on the academy website:

- Safeguarding policy
- Health and safety policy
- Inclusion and SEND policy
- Moving and handling policy

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
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	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Appendix 2: template parent/carer consent form

PERMISSION FOR ACADEMY TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the academy to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the academy of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the academy immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the academy 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).</p> <p>I understand that if the academy 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 academy's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	