



**BOWLING  
GREEN**  
ACADEMY

# Intimate Care Policy

<b>Approved by:</b>	Local Governing Board		
<b>Responsible department:</b>	Bowling Green Academy		
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## **School Aims, Vision and Implementation**

Bowling Green 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.

## **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.

**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.

**Introduction**

Providing intimate care is part of our duty of care for children who come to our school. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in respectful partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Bowling Green Academy 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.

**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/Carers 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/carers.

Intimate care tasks specifically identified as relevant, may include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Helping someone check a part (or parts) of their body following an accident or suspected accident

- Menstrual cycle
- Washing intimate parts of the body
- Changing sanitary wear
- Supervision of a student involved in intimate self-care.

### **School Responsibilities**

All employed staff working with the students at Bowling Green 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 pupil's 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 (where possible).
- Good practice in intimate care should be consistent. Effective communication between parents / carers / school ensures practice is consistent – parents should be informed if intimate care procedures are followed.

- 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 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.
- Make sure all the appropriate risk reduction aids are used, where necessary – apron /gloves / wipes for staff. Collect all equipment prior to intimate care procedures.
- Where necessary, 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. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities.
- Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- Record keeping is in place where intimate care procedures are followed.
- Intimate care procedures will be discussed with parents/carers on admission to EYFS and in the event of a need further up school, and consent sought. The Intimate Care Policy will be on the school's website and paper copies can be provided on request. If parents/carers do not consent to the policy, an individual care plan will be developed collaboratively between school and family. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **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 individuals' 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 behavioural response by the student. A written record of concerns must be made and kept with a Designated Safeguarding Lead.
- 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.

### **Links to the curriculum**

As part of our PSHE curriculum, children will learn – at an age-appropriate level – that their body belongs to them and about consent. They will be taught that:

- They have the right to say 'yes' or 'no' to things that involve their body
- Which parts of their body are private
- It is okay to speak to someone if something makes them feel uncomfortable, worried or unsure
- It is important to respect other people's boundaries.

This includes learning about personal space, kind and safe touch and how to get help if they ever need it. These lessons help children build confidence, feel safe and understand healthy relationships.

### **Special Educational Needs**

Children with additional needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and IEPs for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the school should be easily understood and recorded. Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child. Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

This policy and guidelines will be made available for all staff – accessibly on staff server – Policies Folder. Copies will be shared annually. It is the responsibility of all staff to read the document and adhere to the guidelines.

## **Appendix I**

### 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 care 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
- Record keeping.