



Kilburn Junior School

Intimate Care Policy Sept 2025

Kilburn Junior 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. Kilburn Junior School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in any way that causes distress or pain.

Our approach to best practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. 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. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child 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 him/herself as he/she 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.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in primary school, if no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan or My Concern. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

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. s/he will immediately report concerns to the appropriate manager/designated person for child protection.

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. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Inter-agency Child Protection Procedures for details).

Health and Safety

Health and Safety advice for schools can be found in the Health and Safety Handbook, available to schools through the Schools Portal at the following link:

<http://schoolsportal.suffolkcc.gov.uk/hands/index.html>

Further Guidance

'Work Together to Safeguard Children', Inter-Agency Child Protection Procedures.

Circular 10/95, Protecting Children from Abuse; the Role of the Education Service. DFEE

www.dfes.gov.uk/publications/guidanceonthelaw/1_95summary

What to do if you're worried a child is being abused. Summary (2003)

www.doh.gov.uk/safeguardingchildren/index.htm

Signed by:

Chair of Governors:



Date: 05.09.2025

Head Teacher



Date: 05.09.2025

Date of Policy approval: Sept 2028 Next review date: Sept 2028

Review;		
Change; & recommendation;	Reviewed by	Date

APPENDIX 1

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's Last name	
Child's First name	
Male/Female	
Date of birth	
Parent/carer's name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name

Signature

Relationship to child

Date

APPENDIX 2

RECORD OF AGENCIES INVOLVED

Child's Name..... DOB.....

Name/Role	Address/phone/email
Parent/Carer	
School Nurse/Health visitor	
Continence Advisor	
Physiotherapist	
Occupational Therapist	
Hospital Consultant	
Hospital School Service	
Physical/Sensory Service	
GP	
EP	
Social Worker	

APPENDIX 3

AGREEMENT BETWEEN CHILD AND PERSONAL ASSISTANT

Child's Name..... DOB.....

Personal Assistant's Name.....

Personal Assistant

As the Personal Assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you in the toilet, as soon as you ask me. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing
- I will check that you are as comfortable as possible, both physically and emotionally
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan.

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance, that I am going to need the toilet so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break time or at the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

We will review this agreement on.....

Child (if appropriate)

Personal Assistant.....

Date.....

Appendix 4

Pupil's name	DOB	School
Personal Care Plan		
Reasons for the plan		
Details of assistance required:		
What?	When?	
Lead Professional who has responsibility for Intimate care in school e.g. Headteacher, SENCO.	Who will liaise with parents and how often? e.g. Home / school diary Phone	
-Facilities and equipment:		
Location of toilet:		
Any adaptations required?		
Any equipment required to be listed?		
If toilet training programme list details.		
Who is responsible to ensure that supplies are ordered or available?	Outline disposal.	
Training Requirements <ul style="list-style-type: none"> • Intimate care • Safeguarding • Specific individual training • Risk assessments List staff that will be trained to deliver Intimate care and dates of training.	Curriculum implications e.g. PE, Out of school activities, swimming.	
How will the plan be monitored and who by?	This plan was completed by: Date: Date for Review:	
Are any other agencies involved? Who?	List cover arrangements if staff are off school.	

This plan has been agreed by:			
Designation	Name	Signature	Date
Parent/carer			
Headteacher			
SENCO			
Teaching assistants			
Outreach			

Appendix 5

Personal care checklist

Considerations to discuss when admitting a child with Intimate care needs.

Considerations to be discussed	Tick if required	Actions
<ul style="list-style-type: none">• Medical advice• Manual handling• Discussion with parents/ carers• Child protection training for staff• Risk Assessment• Update job descriptions• Staff identified and appointed.• Action in case of an emergency		
Equipment and resources		
<ul style="list-style-type: none">• Will existing toilet area be suitable?• Is a changing bench needed?• Will rails be needed?• Is hot water available?• Will the pupil require a hoist?• Will the pupil require symbols?• Is there sufficient		
Supplies		
Who will provide if needed? <ul style="list-style-type: none">• Pads• Wipes• Spare clothes• Gloves• Disposable aprons• Yellow bags• Hand wash		
Additional information		
Checklist completed by		
Date		

Appendix 6

Pupil Profile and Care Plan

Pupil name

Date

Name of pupil:

Date of birth:

School(s):

Parents/carers

Relationship to pupil:

Parents address:

Home phone:

Mobile phone:

General Practitioner:

Address:

Telephone:

Outreach

Pastoral teacher

TA

Speech and language therapist:

School Nurse

Occupational therapist

Physiotherapist:

ICT technician

Manual handling trainer

Mainstream School Staff

Head teacher

SENCO

Class teacher

Teaching Assistant

Teaching Assistant

Pupil Information

General pupil information here.

Use headings that are applicable for individual pupils

- Gross motor
- Fine motor
- Equipment
- Hearing
- Vision
- Communication
- Eating and drinking
- Dressing
- Playtime/Interaction
- Medication
- Advice for educational visits

Intimate Care

Continence

Consent

This health care plan is agreed by:

Signatures and dates

Outreach staff

Parents /carers

Review date:

Copies held by:

Notification of any changes will be made by:

Additional sheets for individual schools to use

Additional personal care form also available on website.

Emergencies

Description of what constitutes an emergency (signs, symptoms etc) and the action to be taken

Additional plan in place (e.g. Epipen, Rectal Diazepam, Midazolam)

Who has responsibility in an emergency?

Tick one that applies

- The SSA Name
- The SENCO Name.....
- The Headteacher Name

Nominated adults who have received training in use of gastrostomy.

Name: Date:

Name: Date:

Name: Date:

Name: Date:

- This training will need to be updated. Date:

Nominated adults who have received training in Manual Handling

Name: Date:

Name: Date:

Name: Date:

Name: Date:

- This training will need to be updated. Date:

Intimate Care Needs

Names staff who will be carrying out Intimate Care programmes

Name:

Name:

Name:

I confirm that all the above staff have had CB checks and have been trained in Child protection procedures.

Parental/guardian consent

I consent to staff/carers named above administering these procedures for my child, and I consent to the information in this health care plan being shared with non-parent carers.

Name:

Relationship to child/young person:

Signature: Date:

Child's consent (wherever possible)

I consent to staff/carers administering the above procedure to me.

Signature:

Date;

APPENDIX 7

RECORD OF INDIVIDUAL'S INTIMATE CARE INTERVENTION

Child's Name..... DOB.....

Name of Support Staff Involved.....

[illegible]

APPENDIX 8

RECORD OF CLASS INTIMATE CARE INTERVENTION

[illegible]