



David Ross Education Trust

Broadening Horizons

Intimate Care Policy

Document Management Information

Applicable to:	All staff in all Academies
Development and Consultation:	This policy has been developed with reference to relevant statutory guidance
Dissemination:	The policy will be available to staff via the Trust's Policy Centre and the Trust's Safeguarding Intranet
Implementation:	Safeguarding leaders and all pastoral and support staff working closely care of individual children
Training:	In addition to annual safeguarding training, all staff implementing this policy will receive guidance in administering academy procedures as well as specific training guidance from health professionals
Review Frequency:	Three Years Policies will also be reviewed earlier if needed in the light of new legislation and guidance.
Policy Author:	Juliet Jaggs, Director of Quality Assurance.
Executive Policy Owner:	Mark Neild, Director of Secondary Education Deputy CEO.
Approval by:	Education Committee

Approval Date:

5.2. 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 considered. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.
- The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

5.3. 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.

6. The staff responsible for providing intimate care.

6.1. SENCOs will be responsible for analysing the risks associated with providing intimate care at the academy, considering the needs of the children, the staffing structures, academy premises as well as the premises and facilities available. These risks and the mitigations for them will be recorded in a risk assessment which will be kept under regular review and at least every academy year.

6.2. Any roles that may carry out intimate care will have this set out in the job description. This includes SENCOs and assistant SENCOs, teaching assistants, learning support assistants, behaviour support workers and members of pastoral and welfare teams. No other staff members can be required to provide intimate care. 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.

6.3. Staff providing intimate care will receive specific training including the following aspect, and they will be encouraged to seek further advice as needed.

- Training in the specific types of intimate care they undertake
- 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

6.4. Staff will be familiar with:

- The control measures set out in risk assessments carried out by the academy
- Hygiene and health and safety procedures, including those related to COVID

7. Intimate care procedures

7.1. Two members of staff will be present and procedures will be carried out in accordance with the plan or consent form agreed with parents. Procedures will be carried out in a COVID way according to the academy's risk assessment and COVID protocol.

7.2. The academy will provide staff with the equipment required, such as protective gloves, cleaning supplies, changing mats and 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 at the end of the day.

- 7.3. 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 to the DSL immediately. 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 the DSL. 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 Trust's safeguarding and disciplinary procedures.
8. Record keeping
 - 8.1. The academy will keep a record of the intimate care provided for all pupils. The principal is responsible for ensuring that these records are monitored on a weekly basis by a colleague not directly involved in providing the care such as the DSL.
 - 8.2. The Trust will retain records evidencing compliance with this policy, as set out in the Trust's Data Retention Policy.
9. Reporting and Consequences of Non-compliance
 - 9.1. Compliance will be reported

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	

Parents/Carers

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.

Next review date:

To be reviewed by:

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