



## beatrice tate school

Policy status	Non-statutory
<b>Adopted</b>	19 <sup>th</sup> May 2025
<b>Review date</b>	May 2027

### Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Contents

Safeguarding Statement .....	1
Contents .....	2
1. Rationale.....	3
2. Aims and definitions .....	3
3. Legislation and statutory guidance .....	3
4. Role of parents .....	3
4.1. Creating an Intimate Care Plan (ICP) .....	3
4.2. Sharing information.....	4
5. Role of staff.....	4
5.1. Which staff will be responsible.....	4
5.2. How staff will be trained .....	4
6. Intimate care procedures .....	5
6.1. Procedures for intimate and personal care.....	5
6.2. Out of school trips, after-school activities.....	6
6.3. Safeguarding procedures.....	6
7. Monitoring arrangements .....	7
8. Links with other policies .....	7
9. Appendix 1: Intimate Care Plan.....	8

Version	Date	Author	Description of change
January 2023	30.01.23	WH	New policy
May 2025	19.05.25	WH	Reviewed: updated section 6.1 - Procedures for intimate and personal care

## 1. Rationale

Beatrice Tate School is committed to ensuring that all staff responsible for intimate care routines of students will carry out these routines in a professional manner at all times. We recognise that there is a need to treat all students with care and respect when intimate care is given; we additionally recognise that we have a duty to safeguard all staff who undertake intimate care with a policy which informs practice.

The issue of intimate care is a sensitive one and will require staff to be respectful of students' needs. Student dignity should always be preserved with a high level of privacy, choice and control. An awareness of child protection and safeguarding is paramount when planning and undertaking intimate care. If a member of staff has any concerns in relation to the intimate care of students, they must bring this to the immediate attention of the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (Deputy DSL).

## 2. Aims and definitions

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 all students are safeguarded;
- Students with intimate care needs 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 child 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 students involved

**Intimate care** 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.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads, helping someone use the toilet or washing intimate parts of the body. Assistance may also be needed with changing colostomy bags, catheters and other such devices. Staff receive training for these procedures.

**Personal care** tasks include help with and prompting to use the toilet, washing non-intimate body parts or support with dressing and undressing.

## 3. Legislation and statutory guidance

This policy complies with Keeping Children Safe in Education [statutory safeguarding guidance](#).

## 4. Role of parents

### *4.1. Creating an Intimate Care Plan (ICP)*

An Intimate Care Plan (ICP) will be developed for individual students to suit their intimate care needs. These will be developed in consultation with the student, parent or guardian and multi-agency team professionals

as appropriate e.g. school nursing team, continence team, physiotherapists, occupational therapists, school paediatrician.

When developing an ICP, staff will communicate carefully with students, using their usual communication method, to discuss and ascertain their needs and preferences. Wherever possible and where appropriate, student's wishes and preferences will be taken into account.

It is recognised that students at our school are developing into adults and as a result there will be changes to their bodies. It is the responsibility of the Annual Review leads (Tutors) to discuss with parents or guardians during the Annual Review meeting if the ICP requires amendment.

The plan will be reviewed once a year as part of the Annual Review process, and updated whenever there are changes to the student's needs.

See appendix 1 for Individual Care Plan template.

## *4.2. Sharing information*

The school will liaise closely with parents or guardians to ensure there is a consistent approach to intimate care between home and school. It will expect parents to also share relevant information regarding any intimate matters as required.

If it becomes apparent that the Intimate Care Plan are not meeting the intimate care needs of the student, it will be reviewed in consultation with the student and their parent or guardian, in liaison with the school nursing team, continence team, physiotherapists, occupational therapists, school paediatrician, as appropriate.

## 5. Role of staff

### *5.1. Which staff will be responsible*

Staff who may carry out intimate care will have this set out in their job description. This includes Teaching Assistants, Midday Meals Supervisors, Senior Teaching Assistants and Higher-Level Teaching Assistants. In an emergency situation Teachers may contribute to personal or intimate care but this is on entirely voluntary basis and not an expectation of their role or part of their job description.

No other staff members are required to provide intimate care.

All staff who carry out intimate care will have been subject to an enhanced children and adults Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

### *5.2. How staff will be trained*

Staff will receive:

- Training in the specific types of intimate care they undertake,
- Regular safeguarding training,
- Manual handling (moving and assisting) training that enables staff and students to remain safe and for the student to have as much participation as is possible.

They will be familiar with:

- The control measures set out in the moving and assisting risk assessment carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19.

Staff are encouraged to seek further advice as and when needed from the Designated Safeguarding Lead, Moving and Assisting Lead, Higher Level Teaching Assistants or Senior Teaching Assistants.

## 6. Intimate care procedures

### *6.1. Procedures for intimate and personal care*

The intimate care needs of all students will be managed through carefully planned and respectful procedures that prioritise their dignity, safety and wellbeing. Staff are expected to uphold high standards of professionalism at all times.

#### ***Planning and equipment***

- Each student requiring intimate care will have a tailored **Intimate Care Plan (ICP)** and, where appropriate, a Moving and Assisting Plan.
- These plans will be developed following assessments by relevant professionals (e.g. physiotherapists, occupational therapists, the moving and assisting team).
- Appropriate equipment will be provided as needed to ensure the care is delivered safely and effectively.

#### ***Promoting independence and self-esteem***

- Staff will support students to develop independence in self-care wherever possible.
- They will also promote a positive body image and self-esteem during all care routines.

#### ***Staffing and supervision***

- **Two members of staff must be present for all intimate care procedures**, in line with safeguarding and health and safety protocols.
- **Where personal care is minimal** (e.g. escorting to the toilet), **one staff member must wait outside the cubicle in the corridor. If behind closed doors** (e.g. Hydro Pool changing area) **two staff members to be present.**
- **If intimate care becomes necessary, a second member of staff** must be called to assist.

#### ***Recording and accountability***

- All intimate and personal care must be recorded using the **Intimate Care Log**, located in all hygiene rooms and toilets.
- In addition, class-based logs must be updated to ensure consistent record-keeping and oversight.

#### ***Staff rotas and safeguarding***

- To reduce the risk of over-familiarity and maintain professional boundaries, no single staff member should routinely provide intimate care to the same student.
- A rota of familiar staff should be used to ensure care is delivered by known, trusted adults while maintaining safe practice.

#### ***Adapting to individual needs***

- Staff will be supported to adapt their approach in response to individual needs, including developmental changes such as puberty and menstruation.

#### ***Same-sex provision***

- Wherever possible, intimate care will be provided by staff of the same sex as the student.

- However, where no staff of the same sex are available and delaying care would constitute neglect, this requirement may be waived.

## ***Designated spaces and hygiene standards***

- All intimate care procedures will be carried out in designated hygiene rooms or toilets equipped with:
  - Disposable, single-use vinyl latex-free and powder-free gloves
  - Disposable polyethylene aprons
  - Appropriate wipes (continence, water or intimate care wipes)
  - Face masks and face shields, if required
  - Disposable hygiene bed rolls
  - Yellow clinical waste bins for safe disposal

## ***Parental responsibilities and emergencies***

- Parents and guardians are expected to provide a supply of incontinence products or feminine hygiene items sufficient for at least one week.
- If incontinence or feminine hygiene products are not provided, parents or guardians will be requested to bring them to school at the earliest possibility.
- Students must also have a daily supply of spare clothing, either in their school bag or stored at school.
- The school maintains a small emergency stock of personal hygiene products and clean underwear for unforeseen situations.
- Any soiled clothing will be sealed in a red wash-degradable bag and returned to parents or guardians at the end of the school day.

## ***6.2. Out of school trips, after-school activities***

Staff should take particular care when supervising and providing intimate or personal care for students in the less formal atmosphere of a residential setting, off site educational visit or after-school activity.

Although more informal relationships in such circumstances tend to be usual, the standard of behaviour and code of conduct expected of staff will be no different from that expected within school.

Any parents or guardians supporting their own children involved in such activities should be familiar with, and follow all relevant school policies and guidance regarding intimate care.

## ***6.3. Safeguarding procedures***

If a member of staff carrying out intimate or personal care has concerns about physical changes in a student's appearance (e.g. marks, bruises, soreness) they will report this using the school's safeguarding procedures to the Designated Safeguarding Lead.

If a student is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Deputy Headteacher, who is also the Designated Safeguarding Lead.

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

## 7. Monitoring arrangements


This policy will be reviewed by the Senior Leadership Team every 2 years. At every review, the policy will be approved by the Governing Body.

## 8. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- Moving and Assisting
- SEND Policy
- Supporting students with medical conditions
- Educational Visits
- Use of Images

## 9. Appendix 1: Intimate Care Plan

<b>Intimate Care Plan</b>	
	
<b>Parent/Guardian section:</b>	
Name of student:	
Type of intimate care needed:	
How often?	
Where will care take place?	
What resources and special equipment will be used, and who will provide them? e.g. special seat or commode, incontinence pads/pull-ups, wipes, creams, toilet step, etc.	
How can we work towards independence? e.g. timed intervals, communication using signs, symbols, touch cues, rewards etc.	
Other needs to be aware of: Behaviour support, positioning etc.	
How will procedures differ if taking place on a school trip or visit?	
Member of staff responsible for ensuring care is carried out according to the plan:	
Name of parent or guardian:	
Relationship to child/young person:	
Signature of parent or guardian:	
Date:	
<b>Student section (where appropriate):</b>	
How do you like to be helped when you are being changed, cleaned or washed?	
Student signature:	
Next review date:	To be reviewed by: