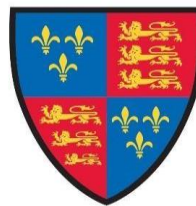




**KING EDWARD VI
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**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

INTIMATE CARE POLICY

Board	Academy Trust Foundation Board
Policy Type	Hybrid Policy
Policy Owner	Foundation Leader in Education – Safeguarding and Wellbeing
Statutory	No
Publish Online	No – Schools to consider putting on own safeguarding section of the website.
Last Review Date	July 2025
Review Cycle	Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	July 2026
Version	3

School	King Edward VI Camp Hill School for Girls
School Policy Owner	Vicky Ridley
LGB Approval Date	October 2025

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1. Introduction

This policy aims to protect young people and all staff in our Foundation of schools when assisting with the intimate care needs of young people. Every staff member involved in intimate care tasks is obligated to exercise caution and uphold a duty towards young people.

Intimate care refers to any care which involves feeding, oral care, menstrual care, catheter and stoma care, applying prescribed creams and ointments, toileting, washing, changing, touching or carrying out an invasive procedure to a young person's intimate personal areas that most young people would be able to do for themselves.

Trained staff in our schools will provide intimate care to all young people, regardless of their race, gender, sexuality, or cultural background. We are committed to fostering an inclusive, equitable, and diverse environment for young people and their families, collaborating closely with them to understand the unique needs of each young person in our schools, ensuring they feel included and supported.

It is imperative for staff to be aware of and sensitive to cultural and religious sensitivities related to intimate care practices. Each young person will be treated with individual consideration, taking into account their specific needs, age, and developmental stage.

2. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff in accordance with any agreed-upon plans.
- The dignity, rights, respect, and wellbeing of young people are safeguarded.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equality Act 2010.
- Parents/carers 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 are aware of their individual role and responsibilities and do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the young people involved.

3. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance and the Children Act. It also complies with our funding agreement and articles of association.

4. Role of parent/carer

If a young person has a history of intimate care needs and support, we request that parents/carers provide the school with this information upon acceptance of a school place, so that we can prepare and train the appropriate staff before the young person joins our school.

4.1 Seeking parent/carer permission

For young people who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign the consent form (Appendix 2).

Where there is no intimate care plan, permission from the parent/carer will be sought before performing any intimate care procedure.

If the school is unable to contact a parent/carer and an urgent intimate care procedure needs to be carried out, the procedure will be conducted to ensure the young person's comfort, and the school will inform the parent/carer afterwards.

4.2 Creating an intimate care plan (see Appendix 1 template)

Where an intimate care plan is required, it will be agreed upon in a discussion between the school, the parent/carer, the young person (when possible), and any relevant health professionals.

The school will work with parents/carers and take their preferences into account to make the process of intimate care as comfortable as possible, addressing their needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the young person will also be considered. If there is doubt about whether the young person can make an informed choice, their parent/carer will be consulted.

The intimate care 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.

4.3 Sharing information

Care plans will be readily available for relevant staff to facilitate intimate care as agreed upon by the young person and their family, while adhering to the principles of the GDPR.

King Edward VI Camp Hill School for Girls will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

5. Role of staff

Staff working with the young person in school will be provided with sufficient information to support them, e.g., where adaptations to classroom activities are needed.

5.1 Which staff will be responsible

Any first aiders who may be required to perform intimate care will have this outlined in their job description.

No other staff members will be required to provide intimate care.

King Edward VI Camp Hill School for Girls will ensure that staff appointed to administer intimate care have been appropriately vetted in accordance with Safer Recruitment guidance, including being subject to an enhanced Disclosure and Barring Service (DBS) check 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.
- Training on the code of conduct, including dignity and respect.
- Regular safeguarding training.
- If necessary, manual handling training should be provided to enable them to remain safe and for the pupil to participate as much as possible.

They will be familiar with:

- The control measures outlined in risk assessments conducted by the school.
- Hygiene and health & safety procedures.

They will also be encouraged to seek further advice as needed.

6. Intimate care procedures

6.1 How procedures will happen

If a young person requires intimate care, two trained staff members will be present to support any invasive procedure and mitigate any safeguarding concerns. Both staff members will be first aid trained, and when possible, one staff member will be a senior first aider, and/or one staff member will be designated by the young person as their preferred person.

Procedures will be carried out in the privacy of the medical office.

When carrying out procedures, the school will provide staff with the necessary equipment, including protective gloves, cleaning supplies, changing mats, and bins.

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

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to a parent/carer at the end of the day.

6.2 Concerns about safeguarding

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

If a young person is accidentally hurt or an issue arises during the procedure, the staff member will report the incident immediately to a Designated Safeguarding Lead or a Deputy.

If a young person makes an allegation against a staff member, the responsibility for the intimate care of that young person will be assigned to another staff member as soon as possible, and the allegation will be investigated in accordance with the school's safeguarding procedures.

All staff must adhere to the principles outlined in the Whistleblowing policy if they witness care not being provided in accordance with the care plan or if they have concerns that respect and dignity are not being prioritised.

7. Monitoring arrangements

This policy will be reviewed annually by the Foundation Leader in Education – Safeguarding and Wellbeing and the School's Designated Safeguarding Lead. At every review, the policy will be ratified by the School Governing Body.

8. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- SEND Policy
- Our School's Local Offer
- Accessibility Plan
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Managing Allegations Policy
- Whistleblowing Policy



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Appendix 1:

Template intimate care plan

Parents/Carers	
Name of young person	
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	
Staff member responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to young person	
Signature of parent or carer	
Date	

Parents/Carers

Young person

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 young person	
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 school to provide intimate care	
Name of young person	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing, and toileting).	<input type="checkbox"/>
I will advise the school 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 school 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 school 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 school cannot reach me or my emergency contact when my child needs urgent intimate care, staff will need to provide this care for my child, following the school's intimate care policy, to ensure their comfort and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	