Mickleton Primary School



Intimate Care and Personal Care Policy

Approved by:	FGB	**Date:**	Sept 2026
Next review due by:	Sept 2027		

1. Statement of Intent

At Mickleton Primary School, we are committed to safeguarding and promoting the welfare, dignity, independence and wellbeing of all pupils.

We recognise that some pupils require assistance with intimate or personal care due to age, developmental needs, disability, medical conditions, special educational needs, temporary injury or other circumstances.

The school will ensure that intimate care is provided:

- Safely and respectfully.
- In a manner that protects dignity and privacy.
- In partnership with parents, carers and professionals.
- In accordance with safeguarding requirements.
- In a way that encourages independence wherever possible.

The school is committed to ensuring that no pupil is disadvantaged, excluded or treated less favourably because of a disability, medical condition or additional need.

2. Legal Framework

This policy has due regard to:

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Education and Inspections Act 2006
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Children and Families Act 2014
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- SEND Code of Practice: 0-25 years (2015)
- Working Together to Safeguard Children (2023, as updated)
- Keeping Children Safe in Education (DfE, September 2026)
- Supporting Pupils at School with Medical Conditions (DfE)

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- SEND Policy
- Accessibility Plan
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Staff Code of Conduct
- Behaviour Policy

3. Definitions

Personal care refers to support provided with everyday activities to promote health, wellbeing and independence.

Intimate care is any care associated with bodily functions, personal hygiene or exposure of intimate body areas.

Examples include:

- Toileting assistance.
- Nappy changing.
- Changing incontinence products.
- Menstrual care.
- Washing or cleaning intimate areas.
- Assistance with dressing and undressing.
- Changing soiled clothing.
- Support with medical equipment such as catheter or stoma bags in accordance with care plans.

4. Principles

The school will ensure:

- The child's welfare is paramount.
- Every child is treated with dignity and respect.
- Privacy is maintained at all times.
- Children's views are listened to and respected.
- Support promotes independence.
- Care is provided by appropriately trained staff.
- Procedures are consistent and transparent.
- Safeguarding remains central to all intimate care arrangements.

5. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure appropriate policies are in place.
- Monitor implementation of this policy.
- Ensure statutory safeguarding duties are met.

Headteacher

The Headteacher will:

- Oversee implementation of this policy.
- Ensure risk assessments and care plans are in place.
- Ensure appropriate staff training is provided.
- Monitor safeguarding arrangements.

Designated Safeguarding Lead (DSL)

The DSL will:

- Support staff where safeguarding concerns arise.
- Ensure concerns are recorded and managed appropriately.
- Monitor safeguarding aspects of intimate care provision.

Staff

Staff providing intimate care will:

- Follow agreed care plans.
- Respect dignity and privacy.
- Maintain professional boundaries.
- Record concerns promptly.
- Follow safeguarding procedures at all times.

Parents and Carers

Parents and carers will:

- Share relevant information regarding their child's needs.

- Provide spare clothing and personal care supplies where appropriate.
- Contribute to care planning and reviews.
- Inform the school of any changes in needs.

6. Equality and Inclusion

The school recognises its responsibilities under the Equality Act 2010.

Reasonable adjustments will be made for pupils with disabilities or medical conditions.

The school will ensure that:

- Pupils are not disadvantaged because of additional needs.
- Intimate care arrangements promote inclusion.
- Pupils can access education and wider school activities.
- Individual needs, cultural beliefs and family preferences are respected where compatible with safeguarding requirements.

7. Intimate Care Plans

An Individual Intimate Care Plan will be developed where ongoing support is required.

The plan will include:

- The pupil's needs.
- The level of support required.
- Equipment required.
- Staffing arrangements.
- Preferred methods of support.
- Health and safety requirements.
- Emergency procedures.
- Arrangements to promote independence.

Care plans will be developed with:

- Parents and carers.
- Relevant healthcare professionals.
- SEND professionals where appropriate.
- The pupil, wherever possible.

Care plans will be reviewed at least annually or sooner if needs change.

8. Staff Training

Staff will receive appropriate training before undertaking intimate care responsibilities.

Training may include:

- Safeguarding.
- Manual handling.
- Infection prevention and control.
- Medical procedures.
- Personal care procedures.
- Use of specialist equipment.

Records of training will be maintained.

9. Health, Safety and Infection Control

Appropriate hygiene procedures will always be followed.

Staff will:

- Wash and sanitise hands before and after providing care.
- Wear disposable gloves and aprons where required.
- Follow infection prevention and control guidance.
- Dispose of waste safely.
- Clean changing areas after use.

The school will ensure:

- Suitable facilities are available.
- Personal protective equipment (PPE) is accessible.
- Cleaning materials are readily available.
- Equipment is maintained appropriately.

Any bodily fluids will be managed in accordance with the school's Health and Safety Policy.

10. Moving and Handling

Where lifting, transferring or repositioning a pupil is required:

- A risk assessment will be completed.
- Professional advice will be sought where necessary.
- Suitable equipment will be provided.
- Staff will receive appropriate moving and handling training.
- Unsafe lifting practices will not be used.

11. Safeguarding

The provision of intimate care presents opportunities for safeguarding both pupils and staff.

Therefore:

- All staff undertaking intimate care will have undergone appropriate safer recruitment checks.
- Intimate care will only be undertaken by trained staff.
- Pupils will be encouraged to express preferences and choices.
- Privacy will be respected while maintaining appropriate safeguarding measures.
- Staff will explain procedures before providing care.
- Staff will work in accordance with the Staff Code of Conduct.

Where a member of staff notices:

- Bruising.
- Marks.
- Injuries.
- Unusual soreness.
- Behaviour indicating possible abuse.
- A safeguarding disclosure.

The concern must be reported immediately to the DSL in accordance with safeguarding procedures.

No member of staff should place themselves in situations that could be misinterpreted.

12. Record Keeping and Confidentiality

The school will maintain records where intimate care forms part of a pupil's ongoing support arrangements.

Records may include:

- Care plans.
- Risk assessments.
- Incident records.
- Professional advice.
- Parent communications.

Information will:

- Be kept securely.
- Remain confidential.
- Be shared only on a need-to-know basis.
- Comply with Data Protection Act 2018 and UK GDPR requirements.

13. Swimming and Changing Activities

The school recognises that changing for swimming, PE and other activities may require additional support for some pupils.

Staff will:

- Respect dignity and privacy.
- Provide appropriate supervision.
- Follow individual care plans.
- Risk assess any identified needs.

Parents will be consulted where specific support arrangements are required.

14. Educational Visits and Residential Visits

Where intimate care may be required during a visit:

- Arrangements will be planned in advance.
- Risk assessments will be completed.
- Parents will be consulted.
- Staffing arrangements will be clearly identified.
- Any necessary equipment will be available.

Procedures outlined within this policy will remain applicable during visits and residential activities.

15. Monitoring and Review

This policy will be reviewed annually by:

- The Headteacher
- The Designated Safeguarding Lead
- The Governing Body

Review will also take place following:

- Legislative changes.
- Updated safeguarding guidance.
- Significant incidents.
- Changes to school procedures.

The next review date is September 2027.