



Airedale Junior Academy

INTIMATE CARE POLICY

Date 2025-27



Airedale Junior Academy Intimate Care Policy 2025-27

Information	Dates
Last reviewed	September 2025
Next review	September 2027
Owner	Mrs. K Walker/Inclusion Team
Approver	Academy Council

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1.1 Rationale

Airedale Junior Academy (AJA) is committed to ensuring that all staff responsible for the intimate care of children carry out their duties with professionalism, sensitivity, and respect. We recognise the importance of preserving each child's dignity and providing care that is free from distress, embarrassment, or pain. Intimate care will always be delivered in a manner that safeguards privacy, promotes choice, and upholds the child's sense of control. Staff maintain a high awareness of safeguarding responsibilities and work in partnership with parents and carers to ensure continuity of care. This rationale underpins our commitment to creating a safe, respectful, and supportive environment for all children.

1.2 Definition of Intimate Care

Intimate care refers to any assistance that involves washing, touching, or carrying out an invasive procedure in relation to a child's personal areas. In most cases, this care relates to personal hygiene and the cleaning of associated equipment, undertaken as part of a staff member's duty of care.

Intimate care may include, but is not limited to, the following:

1. Assisting a child to change clothes
2. Changing or washing a child who has soiled
3. Supporting a child with toileting needs
4. Supervising a child engaged in intimate self-care
5. Administering first aid assistance
6. Providing comfort to a child who is upset or distressed
7. Assisting with feeding including those children who have specialist feeding (PEG)
8. Providing oral care
9. Supporting a child who requires a specific medical procedure and is unable to carry this out independently*

* In the case of a specific medical procedure, only staff who are suitably trained and assessed as competent should undertake the task. Parents and carers have a responsibility to inform the school of any known intimate care needs relating to their child.

2. Care. Aspire. Succeed.

Our Intimate Care Policy reflects our commitment to safeguarding, dignity, and respect.

- **Care** – We provide sensitive, safe, and respectful support for personal needs.
- **Aspire** – We encourage independence wherever possible, helping individuals build confidence and self-esteem.
- **Succeed** – We ensure that intimate care is delivered in a way that promotes wellbeing, equality, and success for every child or person in our care.





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3. Statement of Intent

Our Intimate Care Policy is founded on the principles of Care. Aspire. Succeed. It aims to ensure that every child requiring intimate care is supported with dignity, respect, and sensitivity at all times.

Safeguarding and Welfare

- The welfare, safety, and emotional wellbeing of each child remain paramount.
- Intimate care will be delivered in a manner that protects privacy and promotes trust.

Respect and Dignity

- Children will be treated respectfully, with their individual needs and rights fully acknowledged.
- Staff will adapt their practice to reflect developmental changes, including puberty and menstruation.

Best Practice and Professional Standards

- Staff providing intimate care will follow established best practice, supported by training, suitable equipment, and appropriate facilities.
- Clear communication with teachers and colleagues will be maintained to ensure transparency and accountability.

Safeguards and Security

- Where possible, a second member of staff may be present to provide additional reassurance and protection against risk of allegation.
- Staff involved in intimate care will not simultaneously deliver sex education to the same children, providing an added safeguard.

Independence and Autonomy

- Children will be encouraged to achieve the highest level of independence appropriate to their age and ability.
- Staff will actively promote autonomy, supporting each child to do as much for themselves as possible.

Individualised Care Planning

- Personal intimate care plans will be developed in consultation with parents/carers and, where necessary, external agencies.
- Plans will be tailored to each child's circumstances, reviewed regularly, and updated to reflect changing needs.

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- Parents/carers will be fully involved in decision-making, with their views and wishes respected wherever possible.
- Equal opportunities legislation will guide all arrangements, ensuring fairness and inclusivity.





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4. Roles and Responsibilities

Staff

- Deliver intimate care respectfully, maintaining dignity and privacy.
- Follow safeguarding and health & safety procedures.
- Keep records of care provided.
- Encourage independence where possible.

Senior Leaders/Head Teacher

- Ensure policy is implemented and reviewed.
- Provide staff training and guidance.
- Monitor safeguarding compliance.
- Communicate clearly with parents.

Parents/Carers

- Share child's care needs and routines.
- Give consent for care arrangements.
- Work in partnership with the school.

Governors

- Approve and review the policy.
- Hold leaders accountable for safeguarding standards.
- Ensure compliance with statutory guidance.

5.1 Links to other policies

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Staff Code of Conduct
- Equality, Diversity & Inclusion Policy
- Special Educational Needs (SEND) Policy
- Behaviour & Anti-Bullying Policy
- Data Protection / Confidentiality Policy
- Medical Needs / Administration of Medicines Policy

5.2 This policy:

- This policy is a working document and therefore is open to change and restructuring as appropriate and necessary due to statutory guidance.

6.1 Statement of Implementation

The management of all children with intimate care needs will be carefully planned to ensure their welfare and dignity remain paramount. Any child requiring intimate care will be always treated with respect.





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Staff providing such care are fully aware of best practice, and suitable equipment and facilities will be made available to support children who require special arrangements, following consultation with parents/carers and, where necessary, assessment by appropriate agencies.

It is essential that any adult supporting a child informs the teacher and/or another member of staff before doing so. While there is no legal requirement for two adults to be present, a second member of staff may be involved, where resources allow, to provide additional security against any risk of allegation.

Staff will be supported to adapt their practice to meet the needs of individual children, taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible, staff involved in intimate care will not also deliver sex education to the children in their care, providing an additional safeguard for both staff and pupils.

Children will be encouraged to achieve the highest level of autonomy possible, appropriate to their age and abilities. Staff will promote independence by supporting each child to do as much for themselves as they are able.

Individual intimate care plans will be developed for children as appropriate, tailored to their specific circumstances. Each child's right to privacy will be respected, and careful consideration will be given to determine how many carers should be present when support is provided.

Intimate care arrangements will be reviewed regularly with parents/carers and recorded within the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

6.2 Changing a Child Who Has Soiled

If a child soils themselves in school, staff must exercise professional judgement to determine whether it is appropriate to change the child on site or request that a parent/carer attend to collect the child for changing. In all circumstances, the child's welfare and dignity are paramount, and they should be comforted and reassured throughout. Age-appropriate responses will be made in line with the following procedures:

- Children will be given the opportunity to change their underwear in private and, wherever possible, carry out this process independently.
- The school will maintain a supply of wipes, clean underwear, and spare uniform for this purpose. Where soiling is an ongoing condition, parents/carers will be expected to ensure their child brings adequate spare clothes, wipes, and bags for soiled clothing each day.
- If a child is unable to manage this task unaided, staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact can attend within an appropriate timeframe, the child will be accompanied and supported by a staff member until they arrive, thereby avoiding further distress and preserving dignity.





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- If the emergency contact cannot attend, staff will seek verbal permission to change the child. If no contact can be reached, the Headteacher will be consulted, and a decision will be made under *loco parentis* and the school's duty of care to meet the child's needs.

6.3 Intimate care for children with a medical need

Where intimate care is required due to a medical condition, it will be provided in line with the child's healthcare plan and our Medical Policy. Staff will ensure dignity, privacy, and safe practice at all times.

7.1 Child Protection and Safeguarding Guidelines

The Academy will:

- Ensure that any action taken is necessary and proportionate.
- Obtain verbal/written agreement to proceed from all relevant parties, including the child when appropriate, parent/carer, and Headteacher.

CARE – CONCERN – COMMUNICATE

Pastoral Care Procedures

- Ensure the child is comfortable with the supporting adult.
- Respond sensitively to any signs of distress.

Basic Hygiene Routines

- Always wear protective disposable gloves.
- Place any soiled clothing in a sealed plastic bag for return to parents/carers.

Protection of Children

- Safeguarding procedures will be strictly followed.
- Where parents/carers do not co-operate with intimate care agreements, concerns should first be raised directly with them.
- If necessary, a meeting may be convened involving the Headteacher, health visitor, and parents/carers to identify concerns and agree on solutions.
- If concerns persist, the matter must be referred to the school's designated safeguarding lead (DSL) for further action to protect the child's welfare.

7.2 Staff Responsibilities

- Any concerns about physical changes in a child's presentation (e.g., marks, bruises, soreness) must be reported immediately to the designated safeguarding lead and reported on CPOMS.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the issue will be investigated, outcomes recorded, and parents/carers contacted at the earliest opportunity.
- Staffing arrangements will be adjusted as necessary until the matter is resolved.

7.3 Communication with Children

All staff caring for a child have a responsibility to understand and respond to the child's preferred method and level of communication. Depending on their age, maturity, and emotional state, children may





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communicate in different ways — through words, signs, symbols, body movements, eye pointing, or other non-verbal cues.

To ensure effective communication, staff should:

- Make eye contact at the child's level.
- Use clear, simple language and repeat if necessary.
- Allow time for the child to respond.
- Continue to explain what is happening, even if the child does not respond.
- Treat each child as an individual, with dignity and respect.

8. Monitoring and evaluation

The implementation of this policy will be regularly monitored and evaluated through staff feedback, record reviews, and parental input to ensure safe, respectful, and consistent practice. The policy will be updated as needed to reflect best safeguarding standards.

Complaints

Should you be dissatisfied with the support provided by school you should discuss your concerns directly with the school. If for whatever reason this does not resolve the issue, you may make a formal complaint via the school's complaints procedure.

