



The Park Federation Academy Trust
Wood End Park Academy

Intimate Care Policy
2025-2026

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	September 2024
Date of review Reviewed	September 2025 Next Review September 2026

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INTIMATE CARE POLICY

All children at Wood End Park Academy have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the academy. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administration of Medicines policy.

What is Intimate Care?

Intimate care involves tasks of a personal nature that some children are unable to carry out for themselves. These tasks can include, but are not limited to:

- Assisting with toileting and changing
- Support with washing or bathing
- Helping with dressing and undressing
- Changing sanitary protection
- Providing medical care that requires close physical contact

Why Intimate Care May Be Required

Intimate care may be necessary for a variety of reasons, including:

- **Age-related needs:** Younger children may need assistance with toileting or changing.
- **Medical conditions:** Some children may have physical or developmental conditions that require additional support.
- **Supporting SEND Pupils:** Children with Special Educational Needs and Disabilities (SEND) may require additional assistance with intimate care due to physical, developmental, or sensory challenges.
- **Accidents:** A child may need assistance due to a toileting accident or injury during the school day.
- **Temporary care:** Following surgery or an illness, a child may need temporary intimate care support.

Partnership with Parents/Carers – Staff or the child's key worker at WEPA works in partnership with parents/carers to provide care appropriate to the needs of the individual child, and together, they will produce a care plan.

The care plan will outline:

- The care required
- The number of staff needed to carry out the task (if more than two people are required, the reason will be documented)
- Any additional equipment required
- The child's preferred means of communication (e.g., visual, verbal)
- Agreed terminology for parts of the body and bodily functions
- The child's level of ability, i.e., what tasks they are able to do independently
- Acknowledgment and respect for any cultural or religious sensitivities related to aspects of intimate care
- Regular monitoring and review in accordance with the child's development

Practice in Intimate Care

To ensure that intimate care is provided in a manner that respects the dignity and privacy of the child, we adhere to the following good practices:

- **Respect and Sensitivity:** Staff should always respect the child's privacy and dignity. Intimate care should be provided in a way that minimises distress and embarrassment.
- **Consent and Communication:** Whenever possible, the child's consent should be sought before proceeding with intimate care. Staff should explain what they are doing and why, using age-appropriate language.
- **Two-Adult Rule:** Intimate care should always be provided by two adults. This is to ensure transparency and safeguard both the child and the staff members. An adult second has to be present even if one is leading in intimate care.
- **Maintaining Independence:** Encourage the child to be as independent as possible, offering assistance only when necessary.

Safeguarding Procedures

Safeguarding is of paramount importance at Wood End Park Academy. When providing intimate care, staff must follow these safeguarding procedures:

- **Disclosure:** Any concerns or disclosures made by a child during intimate care should be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- **Training:** All staff providing intimate care will receive appropriate training to ensure they are knowledgeable and confident in their role.
- **Confidentiality:** Information regarding intimate care needs should be shared on a need-to-know basis only, ensuring the child's privacy is maintained.
- **Observation and Vigilance:** Staff should be vigilant for any signs of distress, discomfort, or any behaviour that could indicate a safeguarding issue. Any concerns should be reported following the school's safeguarding procedures.

Recording and Documentation

To ensure transparency and accountability, the following details must be recorded after providing intimate care:

- **Date and Time:** The date and time of the care provided.
- **Nature of Care:** A brief description of the care provided (e.g., toileting assistance, changing clothes).
- **Staff Present:** The names of all adults present during the care.
- **Child's Response:** Any significant observations or concerns regarding the child's response or behaviour during the care.
- **Signature:** The staff members who provided the care should sign the record.

These records should be kept confidential and securely stored, in line with the school's data protection policies.

Appendix one

**Wood End Park Academy
Intimate Care Record Form**

Date: _____

Time: _____

Pupil's Name: _____

Year Group: _____

Nature of Care Provided:

(Please check all that apply)

- Toileting Assistance
- Changing Clothes
- Washing/Bathing
- Changing Sanitary Protection
- Medical Care (Please specify): _____
- Other (Please specify): _____

Any concerns:

Staff Members Present:

1. _____
2. _____

Staff Signatures:

1. _____
2. _____

Confidentiality Notice:

This should be written in an exercise book, using the heading of the form. The exercise book to be passed to welfare for mainstream and Trudie for the SEND centre. These should be stored securely in accordance with the school's data protection policy. Information recorded on this form should be shared only on a need-to-know basis.

Appendix two

Parents/Carers are asked to supply the following (delete as appropriate):-

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

Wood End Park Academy

I have read and understand the school's Intimate Care Policy at Wood End Park Academy.

I give consent for school staff to change my child's nappy or carry out toileting procedures whenever necessary.

I agree to provide a supply of nappies, wipes and spare clothes in a bag clearly labelled with my child's name.

Name of child: _____

Parent/Carer's name: _____

Parent/Carer's signature: _____ Date: _____