LOVE-LEARN-BELIEVE-ACHIEVE

IN SPIRIT OF JESUS

Intimate Care Policy

September 2026

St. Paul and St. Timothy's Catholic Infant School

Mission Statement

Love, Learn, Believe, Achieve

At St. Paul and St. Timothy's Catholic Infant School we celebrate the individual differences and gifts that God has blessed each and every one of us with.

Education "is about forming the human person, equipping him or her to live life to the full." The Catholic ethos, "needs to inform every aspect of school life."

(Pope Benedict XVI)

We believe each new day brings the opportunity to express our love for God and one another. We provide a supportive, yet challenging, learning environment where each individual is able to develop their abilities and gifts. Our school is a place where children and adults can express their belief in God; develop belief in themselves and others. We believe everyone in our school community can achieve, whatever their ability. Each achievement is as unique as each individual and all are celebrated. We aspire to equip all in our school community to proclaim the Good News and "live life to the full".

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Introduction

Children and young people at school often require support in personal care. Children in the early years of school, and those with physical disabilities, and learning difficulties may require assistance in managing their personal needs. Other pupils, because of accident or illness, may also at some time require such assistance. Many pupils have support staff to assist them in all aspects of school life including personal care, while others may rely on the help and goodwill of staff and peers.

This guidance has been drawn up by St Paul & St Timothy's Infant School to help schools safeguard pupils and staff by providing this support in as safe, structured and dignified way as possible. The guidance is based on the experience and good practice of those working with children and young people requiring intimate care in school situations, and may or may not, need to be specifically adapted to suit your individual school's or pupil's needs.

Within this document, the term "child" includes pupils at all stages of school life, the term "assistant" refers to those adults with responsibility for providing intimate care in school, and the term "parent" refers to those persons having primary responsibility for the child in the home.

Definition of care

Intimate care is any assistance that involves touching a child while carrying out a procedure that most children are able to do for themselves, but some are unable to manage without help. This may involve help with eating, drinking, dressing, and matters of personal hygiene such as washing and toileting. In some instances more specialised intimate assistance may be needed for children with physical or medical difficulties.

Aims

- The aim of this document is to help schools put in place policies and procedures that:
- Safeguard the dignity, rights, and well-being of children;
- Provide guidance and support to staff; and families.

Reassure parents that their children are cared for and protected.

The child

- The child has the right to assistance that respects their dignity, and to feel safe when being moved or handled.
- The child has the right to feel comfortable with the adult's assisting them, and to make it known if this level of comfort is disturbed.
- The child should be encouraged to engage in the care procedure, to know what is happening, and to give permission at each stage.
- The child should be encouraged to work towards independence, and helped to do so as much as possible for themselves.

The parents

- Parents have the right to information regarding school policy and procedures designed to meet the needs of their child. The school should work closely with parents to ensure that all aspects of the care procedure are shared and understood.
- Parents have a responsibility to ensure that all relevant information is provided to help the school assist their child in an appropriate way. Parents should meet the adult/s who will provide intimate care to the child, and be informed of the school's arrangements in the event of this person/s being absent.
- The school should gain written permission from parents for the care to be provided (Appendix 2).

Confidentiality

- Information regarding agreed procedures must be treated confidentially and recorded/held only in the child's school file. Information should not be disclosed or discussed with any adults other than those with responsibility for the child's personal care, and should not be referred to in the presence of other children.
- Care should be provided at agreed times, at the child's request or in response to an agreed signal. Staff should make themselves familiar with the child's manner of communication, whether verbal, sign or eye contact.
- Appropriate terminology for parts of the body and bodily functions should be clarified between the child, parents, and school staff. Our Safeguarding, PSHE & RSE policies outline the schools use of the biological terms for parts of the body.

Writing an intimate care plan

- The plan should have the child's safety, privacy, and dignity as paramount (Appendix 3).
- The plan should include:
  - Clear information regarding the assistance to be provided;
  - The method of communication to be used by the child;
  - The named person/s with responsibility to assist the child;
  - The timetable, if possible, when assistance will be provided;
  - Arrangements in the absence of the named assistant/s;
  - Arrangements for school events and activities;
  - The means by which the arrangement will be monitored;
  - Strategies to prevent or deal with questions/comments from other pupils; and
  - The maintenance of a record of assistance (Appendix 4).
- Whilst it is recommended to have two members of staff assisting the child, this level of resourcing may not be available, and while the introduction of a second assistant may be perceived as providing protection against allegations of abuse, it can also further erode the child's privacy.
- If the plan has been agreed and signed by parents, staff, and child if appropriate, it is acceptable to have one assistant unless there are implications regarding safe handling.
- Two persons are required to assist if a hoist is being used. In this case the second person should be identified and made known to the child and parents.

- Alternative arrangements must be in place in the absence of one or both of the named staff. However, the school should be aware that the introduction of other staff to the care context without prior arrangement can increase the vulnerability of the child and adults.
- The plan should specify the assistance to be provided as early as possible e.g. undressing/cleaning the child, changing a nappy, holding child in position, etc.
    - The assistant/s should talk to the child throughout the procedure e.g. “I am going to help you undress”, I am using a wipe to clean your bottom”.
- Teachers should be made aware of the care timetable, particularly if the child needs to be absent from class, and should be aware of the approximate time the procedure should take. The assistant/s should ensure their return to the classroom is noted.
- The plan should be signed by all contributors and reviewed on a regular basis.

Training and resources

- Guidance/advice may often be provided by the child’s parent, and/or the child themselves.
- All staff providing personal care must have received child protection training. Specialised training may be required if the child uses a wheelchair, hoist, colostomy bag or requires an invasive procedure such as rectally administered medication. This training may be arranged through the Children and Young Peoples Services Directorate of the EA, and the Health Trust School Health Teams.
- It is recommended that the school’s arrangements in the absence of named assistants should involve only members of staff who have undergone appointment procedure including DBS. Supply staff should not provide intimate care in the school setting.
- The school must provide appropriate accommodation that ensures privacy for the child, and is sufficiently spacious to accommodate any other equipment the child may need, such as a changing bench or hoist. The provision of appropriate accommodation and equipment should be arranged in conjunction with the Children and Young Peoples Services or Health.
- The school should provide resources to ensure that procedures are carried out hygienically. This may include disposable aprons, gloves, wipes and medicated hand washing products.
- Additional requirements may include labelled bins for the disposal of soiled waste; items such as needles, catheters, etc., and arrangements of the collection of such waste.
- Schools should ensure that the assistant has a means of attracting attention and assistance in any emergency.

Vulnerability to abuse

- Children should be encouraged to recognise and challenge inappropriate assistance, and behaviour that erodes their dignity and self-worth.
- However, the following factors may increase a child’s vulnerability:
    - Experience of multiple carers;
    - The inability to distinguish between assistance and abuse; and
    - The inability to communicate.

- While adults are protected by their adherence to procedure, the following factors may increase their vulnerability:
  - The possibility of accidents;
  - The possibility of misunderstanding or misinterpretation; and
  - The possibility of the child becoming aroused.
- The school should ensure that the programme of assistance is monitored and both child and adult given the opportunity to report any concerns that they may have.
- The school's designated Safeguarding Lead may be the most appropriate person to undertake this responsibility.

Appendix 1

School: St Paul & St Timothy's Catholic Infant School

Intimate care policy

Intimate care is any assistance that involves touching a child while carrying out a procedure that most children are able to do for themselves but some are unable to manage without help. This may involved help with eating, drinking, dressing, and matters of personal hygiene such as washing and toileting. In some instances more specialised intimate assistance may be needed for children with physical or medical difficulties.

The policy aims to:

- Safeguard the dignity, rights and well-being of children;
- Provide guidance, support and protection to staff; and
- Reassure parents that their children are cared for and protected.

The school is committed to ensuring that all staff undertake their responsibilities in such a way that the rights, dignity and welfare of the children is protected.

The school is committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring.

All school staff receive child protection training, undertake to help children do as much as possible for themselves and develop each child's ability to achieve independence. Staff receive appropriate specialised training where necessary and are provided with facilities and equipment to ensure safety, privacy and dignity.

An intimate care plan is drawn up for each child requiring such assistance, and is carefully planned and agreed in consultation with parents and child.

Provision is monitored and regularly reviews to ensure that policy and procedure is adhered to, and that children and staff remain comfortable with the school's arrangements.

Appendix 2

School: St Paul & St Timothy's Catholic Infant School	
Permission for intimate care	
Child:	
DOB:	
Address:	
Parent/guardian:	
I/we give permission for the assistance detailed overleaf to be provided to my/our child, and will advise the school of any change that my affect this provision. **Signed:**	
I, the child, give permission for the assistance detailed overleaf to be provided to me. **Signed:**	

Appendix 3

School:	St Paul & St Timothy's Catholic Infant School
Intimate care plan	
Pupil:	**DOB:**
Diagnosis:	
Assistance:	
Timetable:	

Persons assisting:		
Alternative arrangements:		
Locations/equipment:		

Designation	**Signed**	**Date**
Parent		
Staff		

Appendix 4

School:	St Paul & St Timothy's Catholic Infant School		
Intimate care record			
Date	**Time**	**Signature 1**	**Signature 2**