

INTIMATE CARE POLICY 26-27

**International School of Creative Science
Nad al Sheba**



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This policy is a companion document to the ISCS Inclusion Policy and Safeguarding & Child Protection Policy

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SECTION 1 Statement of Intent

ISCS is committed to safeguarding and promoting the welfare, dignity and rights of every child. Some students, because of their age, disability or medical need, require intimate care during the school day. This policy sets out how ISCS ensures that such care is delivered safely, consistently and with the child's dignity, comfort and safety placed above all other considerations.

This policy applies to all staff who may be called upon to provide intimate care, including toileting support, changing, and support with personal hygiene, and works alongside individual Intimate Care Plans agreed with parents/carers for students who need them.

SECTION 2 Definition of Intimate Care

Intimate care is any care which involves washing, touching, changing, or carrying out an invasive procedure to intimate personal areas. In most cases this involves cleaning for hygiene purposes as part of a staff member's duty of care — for example, supporting a student who has had a toileting accident, changing a continence aid, or assisting with menstrual care. Where a specific medical procedure is required, only staff who are suitably trained and assessed as competent will carry this out.

SECTION 3 Guiding Principles

- The child's dignity, welfare and safety are of paramount importance at all times.
- Every child has the right to be treated with respect during intimate care, and to as much privacy, choice and control as is appropriate to their age and understanding.
- Staff will encourage each child to do as much for themselves as they are able, supporting growing independence appropriate to their developmental stage.
- Wherever possible, a child will be cared for by a staff member of the same sex, and by a familiar adult with whom the child has an existing relationship — although this principle may be waived where failure to provide care promptly would place the child at risk.
- Staff behaviour during intimate care must be open to scrutiny. Wherever practicable, another adult should be aware that intimate care is taking place, or nearby.
- No child will be attended to in a way that causes unnecessary distress, embarrassment or pain.
- Staff work in partnership with parents/carers to provide continuity of care between home and school.
- This policy is applied without discrimination, in line with ISCS's commitment to equality and inclusion.

SECTION 4 Roles and Responsibilities

The Principal

Holds overall responsibility for ensuring this policy is implemented, that staff are appropriately trained, and that safeguarding is embedded throughout intimate care practice.

The Head of Inclusion

Coordinates the development and review of individual Intimate Care Plans, liaises with parents/carers and, where relevant, external health professionals, and ensures relevant staff are briefed on each student's plan.

Class Teachers, LSAs and Support Staff

Deliver intimate care in line with the child's agreed plan (or this policy, where no plan exists), maintain accurate records, and report any concerns immediately to the Head of Inclusion or Designated Safeguarding Lead.

Parents and Carers

Share relevant information about their child's needs, routines and preferences, provide consent as set out below, and are informed promptly of any incident requiring intimate care outside an agreed plan.

SECTION 5 Consent Procedures

For students who may occasionally need intimate care (for example, an isolated toileting accident), parents/carers will be asked to sign the general consent form at Appendix 2 upon enrolment.

For students with more complex or ongoing needs, an individual Intimate Care Plan (Appendix 1) will be written in partnership with parents/carers, the student (where appropriate) and any relevant health professional, and reviewed at least annually or when needs change.

Where a child requires intimate care and there is no plan or consent in place — for example following an unexpected accident or illness — staff will act to ensure the child's comfort and dignity, and parents/carers will be contacted as soon as possible on the same day.

SECTION 6 Procedures for Carrying Out Intimate Care

- Care will take place in a suitable, private space, with consideration given to health and safety (for example, use of height-adjustable changing facilities where available).
- Staff will use appropriate protective equipment (gloves, apron) and dispose of waste hygienically.
- Staff will talk to the child throughout, explaining what is happening in a way appropriate to their age and understanding, and checking for consent and comfort at each stage.
- A change of clothing will be kept at school for students who may need it, and soiled clothing will be sent home discreetly, double-bagged.
- All intimate care provided will be recorded in the student's Intimate Care Log, noting date, time, staff involved and any relevant observations.

SECTION 7 Safeguarding Considerations

All staff providing intimate care will have an enhanced background check in line with ISCS's Safeguarding and Child Protection Policy. Staff must report immediately to the Designated Safeguarding Lead any unusual marks, bruising, soreness, or changes in a child's behaviour or presentation noticed during intimate care, and must never allow personal views or discomfort to affect the standard of care provided.

SECTION 8 Students' Rights and Involvement

Students are supported to develop age- and stage-appropriate personal safety and self-care skills, and are encouraged to communicate their preferences and any discomfort. Where a student indicates they do not wish to be cared for by a particular member of staff, this will be respected wherever practicable.

SECTION 9 Training

All staff who may provide intimate care receive induction training covering this policy, safeguarding, moving and handling, and infection control, with refresher training provided at least annually.

SECTION 10 Complaints

Any concern or complaint relating to intimate care should be raised in the first instance with the Head of Inclusion or Principal, and will be handled in line with ISCS's Complaints Policy and, where relevant, the Safeguarding and Child Protection Policy.

SECTION 10 Monitoring and Review

This policy is reviewed annually by the Head of Inclusion and Senior Leadership Team, or sooner in response to a specific incident, change in guidance, or changing student need.

Appendix 1: Individual Intimate Care Plan

Student name:		Class:	
Date of birth:		Date plan agreed:	
Review date:			

Summary of student's need (medical / developmental / other):
Specific intimate care required (e.g. toileting support, continence aid change, menstrual care):
Level of independence — what the student can do for themselves, and where support is needed:
Named staff assigned to provide care (and second adult awareness arrangement):
Equipment / resources required:
Signs of distress or discomfort, and agreed response:
Communication with parents/carers (how and when updates are shared):
Emergency contact details:
Any other relevant information:

Agreed by:

Parent/Carer name: _____ Signature: _____ Date: _____

Head of Inclusion: _____ Signature: _____ Date: _____

Class Teacher: _____ Signature: _____ Date: _____



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