



Intimate Care Policy

Date policy last reviewed: Nov 2025

Date of next review: Oct 26

Signed by:

A Martin

Principal

Date: Nov 26

M O'Connell

Chair of Governors

Date: Nov 26

Vision

Developing people of good character who achieve excellence and make a positive contribution to their communities.

Mission

Our mission is to ensure
that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

Our Core Values...

All our work will be underpinned and driven by the following core values:

• Determination

- Have the courage to work hard and keep going with a relentless drive to achieve excellence.

**“Run in such a way that you may win” 1 Corin 9 v
24**

• Integrity

- Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

**“ We are taking pains to do what is right not only in the eyes of the Lord
but also in the eyes of man” 2 Corin 8 v21**

• Ambition

- H
- ave the belief and drive to succeed, placing no limits on what can be achieved
**“ I can do all things through Christ who strengthens me” Phillips 4 v
13**

• Humility

- Recognise and respect the value of everyone and celebrate success together.

**“Be completely humble and gentle; be patient, bearing with one another
in love” Ephesians 4v2**

- **Compassion**

- Comfort and support all those in need and offer grace to all in our community.

“Be like minded, be sympathetic, love one another, be compassionate and humble” 1 Peter 3 v 8

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Statement of intent

Magnus Church of England Academy takes the health and wellbeing of its students very seriously. As described in the Supporting Students with Medical Conditions Policy, the school aims to support students with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any student with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Students will always be treated with care, sensitivity and respect when intimate care is given, and no student will be left feeling embarrassed or as if they have created a problem.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2022) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Students with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy

2. Definitions

For the purpose of this policy, **intimate care** is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed student

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Students may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. Health and safety

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a student with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Students with Medical Conditions Policy.

Staff will wear disposable aprons and gloves while assisting a student in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

Where one student requires intimate care or toileting support, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

Where more than one student requires intimate care, nappies, incontinence pads and medical bags will be disposed as follows:

- Each toilet is provided with a suitable bin for this purpose.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

4. Staff and facilities

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good practice.

Intimate care will normally be provided by two members of staff (one to undertake the care, one to act as chaperone and witness). Single-staff intimate care is permitted only where a dynamic risk assessment has been completed, the exception is explicitly agreed and recorded in the student's individual Intimate Care Plan, and parents have given written consent.

Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

Suitable equipment and facilities will be provided to assist students who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams

- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school has two extended disabled toilet facilities with a washbasin which include three changing areas.

Mobile students will be changed while standing up. Students who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.

Staff will be supported to adapt their practice in relation to the needs of individual students, taking into account developmental changes such as the onset of puberty or menstruation.

5. School responsibilities

Arrangements will be made with a multi-agency to discuss the personal care needs of any student prior to them attending the school.

Where possible, students who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents welcomed.

An individual Intimate Care Plan will be created and regularly reviewed in partnership with the student, parents/carers, the SENDCO and (where involved) health professionals.

Intimate care will normally be carried out by two adults. Single-staff care is permitted only in exceptional circumstances and must be explicitly justified, risk-assessed and agreed in writing by parents and the DSL.

Regular consultations will be arranged with all parents and students regarding toilet facilities.

The privacy and dignity of any student who requires intimate care will be respected at all times. A qualified member of staff will change the student, or assist them in changing themselves if they become wet, or soil themselves. Any student with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.

Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention, and they will be stored in the first aid office.

Arrangements will be made for how often the student should be routinely changed if the student is in school for a full day, and the student will be changed by a designated member of staff. A minimum number of changes will be agreed.

The family's cultural practices will always be taken into account for cases of intimate care. Where possible, only same-sex intimate care will be carried out.

Parents will be contacted if the student refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

6. Parental responsibilities

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.

Parents will inform the school should their child have any marks or rashes.

Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

7. Safeguarding

Intimate care is a regulated activity. Only staff with an enhanced DBS check that includes a children's barred list check may undertake intimate care.

Two members of staff will normally be present during intimate care. Where single-staff care has been agreed (exceptional circumstances only), a real-time audio or visual monitoring system (e.g., door ajar with a second staff member within earshot, or approved body-worn camera protocol) will be in place.

Staff must not take mobile phones or any recording devices into changing areas.

Staff will receive annual safeguarding training that specifically includes safe practice in intimate care.

Wherever possible, staff who provide intimate care will not also deliver Relationships and Sex Education to that student.

If any member of staff has concerns about physical changes (marks, bruises, rashes) or about a student's emotional presentation, they will immediately inform the DSL in line with the Child Protection and Safeguarding Policy.

Allegations made by a student against a member of staff in relation to intimate care will be managed under the school's Managing Allegations Policy.

8. Offsite visits

Before offsite visits, including residential trips, the student's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

Meetings with students away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the headteacher.

Consent from a parent will be obtained and recorded prior to any offsite visit.

9. Toilet training

Members of staff providing care will inform another member of staff prior to taking a student to be changed or to use the toilet.

Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked.

Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

All students will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing students and will not make negative facial expressions or negative comments. Students' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where students are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Students will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a student has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age.

To build independence, students will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents are consulted on the approach to toilet training their student to ensure there is consistency with the approach at home. Students' progress is discussed at handover with parents. If any student is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the headteacher and the student's parents.

10. Monitoring and review

This policy is reviewed every year by the principal and the DSL.

All changes are communicated to relevant stakeholders.

The scheduled review date for this policy is April 2024.

Record of Intimate Care Intervention

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Toilet Management Plan

Student's name:	Class/year group:
Name of personal assistant:	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Student will try to	Personal assistant will	Parents will	Target achieved date
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Signed_____ Parent

Signed_____ Personal assistant

Signed_____ Second member of staff

Signed_____ Student (where appropriate)