



Intimate Care Policy

Version	V0.02
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Review Date	September '26

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1. Introduction

Kinson Academy takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

Kinson Academy is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

All pupils at Kinson 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 school life.

All staff undertaking intimate care must follow appropriate school protocol in terms of Health and Safety and hygiene.

2. Definition

Intimate care can be defined as any care which involves carrying out a procedure to intimate personal areas which most people usually carry out themselves. Kinson Academy recognises that some pupils may need support to carry out their own personal care because of their young age, physical difficulties or other special needs. Likewise, some pupils may need adult supervision and guidance to independently manage their intimate self-care needs.

Intimate care refers to any care that involves:

- dressing or undressing
- washing – including intimate parts
- helping a pupil use the toilet
- changing nappies
- carrying out a procedure that requires direct or indirect contact to an intimate personal area

3. Aims

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

This policy provides a clear framework for staff to ensure the safety and dignity of all individuals who need support with personal care.

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans

- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/Carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
- Staff carrying out intimate care do so within guidelines (i.e health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

4. Legislation & Statutory Guidance

This policy complies with and/or compliments the following Kinson Academy policies and procedures:

- Safeguarding and Child Protection Policy
- SEND Policy
- Supporting Pupils with Special Medical Needs Policy
- Medical and 1st Aid policy
- Whistleblowing Policy
- Accessibility Policy and Plan
- Health and Safety Policy

5. Responsibilities

Pupils should always be encouraged to carry out intimate care as independently as possible. Consider the dignity of the pupil and allow them to make a decision on how they would like to be assisted.

If the pupil requires assistance with intimate care regularly, a care plan will be completed and agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

In the event a pupil requires an intimate care procedure without a previously agreed care plan being implemented, the procedure will be

carried out to ensure the child's needs are met and they are comfortable. Staff will always inform parent/carers afterwards and before the end of the day via the academy's online platform Medical Tracker.

The care plan will set out:

- What care is required
- If a minimal number of staff is required to carry out the care
- Equipment required
- Pupil's preferred means of communication (i.e. visual, verbal)
- Agreed terminology for parts of the body and bodily functions
- Pupil's level of ability i.e. what tasks they can manage independently
- Acknowledgement and respect for any cultural or religious sensitivities related to aspects of intimate care

6. Intimate Care Procedures

Intimate care will only be carried out by adults employed to work at Kinson Academy in the following roles:

- Senior Leaders
- Teachers
- Learning Mentors
- Teaching Assistants or Higher-Level Teaching Assistants
- Inclusion Team Support Staff
- First Aiders

Under no circumstances will students, volunteers or other pupils carry out intimate care.

All staff at school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

Staff carrying out intimate care will receive the following training and/or guidance:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible.

They will be familiar with:

- The control measures set out in risk assessments carried out by the academy
- Hygiene and health and safety procedures

Staff will be expected to read and familiarise themselves with a pupil's individual care plan and will be encouraged to seek further advice from Kinson Academy's Inclusion Lead, Louise Pollock, who has undertaken additional training in Intimate Care practices.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when the pupil needs help with intimate care. Reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

Intimate care will be carried out on a 2:1 basis unless this is considered not in the best interest of the pupil, or not practically possible.

Any staff member required to carry out intimate care on a 1:1 basis must ensure another appropriate adult is informed that they are going to undertake an intimate care procedure prior to commencing. Intimate care must not be carried out in a concealed manner or in a locked room. It is best practise to leave the door open or ajar where possible, providing the pupil's privacy and dignity is maintained.

All intimate care procedures will be recorded via Medical Tracker

Procedures will be carried out in designated toilets or hygiene areas within the school. If on a trip or visit, care will be carried out in a toilet or an appropriate space to maintain the pupil's dignity.

When carrying out procedures, staff will be provided with:

- Disposable gloves
- Disposable aprons
- Wet wipes
- Nappy bags for soiled items
- Yellow bins for disposal of clinic waste

Any soiled clothing will be contained securely and discreetly returned to the parent/carer at the end of the day.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

The space in which personal care has taken place should be left in a clean and tidy state.

At Kinson Academy, it is recommended that nappies and pull-ups are referred to as 'pads' as this helps maintain the pupil's privacy and dignity, especially for older children who may be self-conscious at still wearing the items.

Pupils who join Kinson Academy who are not toilet trained and are required to attend wearing 'pads' will require an agreed care plan. A changing mat is available for such changes, however, where practically possible it is best practise for the pupil to be changed standing up – this will support 'pad' changing when the pupil is attending an activity off site and needs to be supported.

When attending trips off school site, consideration must be given to pupils who attend wearing 'pads' to ensure this intimate care can be carried out in a suitable location. Staff must ensure they have suitable resources available to carry out the care whilst off school site.

In the event of the pupil being on a trip where they require an intimate procedure and there is no facility available, a large towel should be used to shield the pupil during the care procedure when necessary.

7. Partnership with Parents/Carers

For pupils who require routine intimate care, Kinson Academy expects parents/cares to supply, when necessary, a good stock of resources such as pads (nappies/pull-ups), underwear, wet wipes and spare clothing.

Any clothing belonging to Kinson Academy that has been provided to support a child should be washed by parents/carers and returned.

Kinson Academy wish to work closely with all parents and carers to ensure best outcomes for pupils. Kinson Academy invite parents/carers who require support with toilet training their child to speak to the class teacher, SENDCO or Inclusion Lead who will be able to offer advice or make referrals to health professionals or other supporting agencies.

8. Safeguarding

Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.

Staff at Kinson Academy will use appropriate terminology for private parts of the body and functions to safeguard themselves and the pupil in line with the academy's PSHRE teaching and learning policy.

Staff involved with intimate care need to be vigilant to any issues that may require referrals to health or other agencies. In these circumstances accurate records should be kept and reported to the Inclusion Lead, Louise Pollock.

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness) they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carry out the procedure, the staff member will report the incident immediately to the DSL and seek first aid if required.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures. This should be reported directly to the principal, or if the allegation is made against the principal, then the Chair of Governors should be notified immediately. The Local Authority Designated Officer for allegations (LADO) will be consulted.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice observed will report this immediately to the principal in accordance with the child protection procedures and 'whistleblowing' policy.

9. Monitoring

This policy will be reviewed by the DSL and Inclusion Lead annually.

Individual Care Plan

Child's Name:	Date of Birth:
Address	Contact Telephone numbers:
Doctor:	Doctor's Surgery Address:
Telephone Number:	
Medical Conditions: (Please list below all diagnosed illnesses not mentioned below including SEN and give details of symptoms.)	Medication prescribed: (Please list dosage and frequency and indicate if the pupil is responsible for administering their own medication.)

Conditions	✓
Allergy	
Asthma (How severe and what treatment may be needed)	
Attention Deficit Disorder	
Attention Deficit Hyperactivity Disorder	
Autistic Spectrum Disorder	
Bronchitis	
Crohn's Disease	
Dermatitis	
Diabetes (What core treatment may be required in school)	
Dyslexia	
Dyspraxia	
Encopresis (soils)	
Enuresis (Daytime wetting)	
Eczema	
Epilepsy (How severe and what treatment may be needed)	
Grommets/Glue Ear	
Hearing Loss – Conductive	
Hearing Loss - Sensorineural	
Heart Murmur	
Heart Condition	

Conditions	✓
Insomnia	
Irritable Bowel Syndrome	
Juvenile Arthritis	
Klinefelter's Syndrome	
Leukemia	
Myalgic Encephalomyelitis	
Osteogenesis Imperfecta (Brittle Bones)	
Psoriasis	
Pulmonary Stenosis	
Prader-Willi Syndrome	
Reflux	
Tietze's Syndrome	
Tourette's Syndrome	
Tuberous Sclerosis	
Turner Syndrome	
Ulcerative Colitis	
Visual Impairment	
Von Williebrands Disease	
Williams Syndrome	

Allergies: (Please list below all triggers)	Allergic reactions: (Please list all known reactions)
Describe what constitutes an emergency for the pupil, the action to be taken if this occurs and who is responsible.	
Outline any specific support for the pupil's educational, social and emotional needs. Any other arrangements necessary for offsite activities.	
If at any time a medical professional advises against school attendance or disagrees with any of the support identified in the plan, then a meeting will be required before the next session.	
Outline any specific training requirements identified for the pupil's medical needs.	
Training completed _____ Date Name of Trained Staff	
Would you like to meet with the school nurse to discuss the management of your child's condition at school?	Yes No
Do you give permission for the school to administer First Aid to your child?	Yes No
Do you give permission for the school to telephone your child's GP?	Yes No
Date plan drawn up:	Signed by Community Paediatrician:

Date of review:	Signed by Parent:
Signed by Inclusion Lead/SendCo:	Signed by Principal:

APPENDIX 2: Vocabulary used in line with PSHRE curriculum

R: Growing and Changing

Lesson Plan	Key Vocabulary
Seasons	Seasons, Summer, Spring, Winter, Autumn, Cycle
Life stages - plants, animals, humans	Egg, Change, Grow, Growing, Life cycles, Seed, Baby, Old, Young
Life Stages: Human life stage - who will I be?	Adoption, Adult, Baby, Child, Teenager, Old age, Marriage, Civil partnership, Wedding, Ceremony, Celebration
Where do babies come from?	Egg, Sperm, Womb, Surrogacy, Adoption, Pregnancy, Breastfeeding, Love, Family, Care, Baby, Tummy, Donated sperm/eggs, Same-sex parents, One-parent families, Breasts
Getting bigger	Surrogacy, Adoption, IVF, Grow, Adult, Baby, Child, Teenager, Messages (DNA/Genes), Families of different beliefs
Me and my body - girls and boys	Sperm, Testicles, Vagina, Penis, Breastfeeding, Vulva, Private parts, Privacy, My body is mine (body autonomy), Dolls and cars are for everyone (gender stereotyping), Eggs, Nipples, Breasts, Anus

Y1: Growing and Changing

Lesson Plan	Key Vocabulary
Healthy me	Water, Food, Sleep, Exercise, Energy, Healthy, Oxygen, Air, Screen usage
Then and now	Needs, Help, Change, Growing, Size, Height
Taking care of a baby	Testicles, Penis, Needs, Vulva, Love, Help, Caring, Nipples, Attention, Scrotum
Who can help? (2)	Safe, Unsafe, Unkind, Unkindness, Tease, Teasing, Bullying, Witness, Experience, Getting help, Aggressive, Online bullying
Surprises and secrets	, Surprise, Secret
Keeping privates private	Testicles, Vagina, Penis, Doctor, Breastfeeding, Private, Vulva, Help, Change, , My body is mine (body autonomy), Privates, Nipples, Hygiene, Sore, Private activity, Scrotum, Breasts, Anus
Growing and Changing - Pre and Post Unit Assessment: Y1/P2	

Y2: Growing and Changing

Lesson Plan	Key Vocabulary
A helping hand	Help, Support, Supportive
Sam moves away	Feelings, Change, Emotions, Nervous, Loss, Frightened
Haven't you grown!	Food, Sleep, Care, Change, Growing, Rest, Learning, Forward looking, Making choices, Asking permission
My body, your body	Ovaries, Sperm, Testicles, Vagina, Penis, Womb, Pregnancy, Breastfeeding, Vulva, Special, Private parts, My body is mine (body autonomy), Eggs, Nipples, Bottom, Unique, Scrotum, Breasts, Anus
Respecting privacy	Penis, Private, Vulva, Privacy, Consent, Genitals, Permission
Some secrets should never be kept	Penis, Private, Vulva, Tell, Unsafe, Private parts, Consent, Secret, Uncomfortable, Someone you trust, Genitals, Permission
Growing and Changing - Pre and Post Unit Assessment: Y2/P3	

Y3: Growing and Changing

Lesson Plan	Key Vocabulary
Relationship tree	Trust, Caring, Healthy, Positive, Relationships, Online relationships, Misinterpretation
Body space	Testicles, Vagina, Penis, Respect, Vulva, Nipples, Uncomfortable, Touch, Scrotum, Personal space, Body space, Invade, Stop, Anus
None of your business!	Internet safety, Private, Personal information, Public, Profile, Digital tattoo
Secret or surprise?	Excited, Feelings, Worried, Scared, Surprise, Secret, Uncomfortable, Angry, Upset, Jealous, Talk
My changing body	Egg, Ovaries, Sperm, Testicles, Puberty, Vagina, Penis, Womb, Erection, Birth, Cervix, Wet dreams, Menstrual cycle, Fallopian tube, Period, Vulva, Nipples, Genitals, Scrotum, Lining, Period/menstruation pad, Tampon, Menstruation cup, Breasts, Mammals, Hips, Fertilise, Spots, Sweat, Pubic hair, If using the film clips, the following words are also used: Fertilised egg, Ovary, Uterus (womb), Periods, Menstruation, Pregnant, Anus, Involuntary erections
Basic first aid	Risk, Safe, First aid, Accident, Danger, Hazard, Kettle, Burn, Scald, Emergency
Growing and Changing - Pre and Post Unit Assessment: Y3/P4	

Y4: Growing and Changing

Lesson Plan	Key Vocabulary
Moving house	Excited, Challenge, Practice, Change, Worried, Emotions, Support, Upset, Familiar, Progress
My feelings are all over the place!	Puberty, Hormones, Feelings, Compromise, Conflict, Independence
All change!	Ovaries, Sperm, Testicles, Puberty, Vagina, Penis, Womb, Wet dreams, Semen, Vulva, Privacy, Eggs, Nipples, Scrotum, Breasts, Spots, Sweat, Pubic hair, If using the film clips, the following words are also used: Clitoris, Labia, Legal age of consent, Marriage, Puberty for boys: Facial hair, Underarm hair, Body odour, Ejaculation, Spontaneous erections, Pleasure, Masturbation, Growth spurt, Deeper voice, Acne, Breast growth, Reproduction, Testosterone, Mood swings, Sexual feelings/horny, Romantic/sexual interest, Puberty for girls: Hair removal, Wider hips, All about getting your period: Endometrium (uterus lining), Foetus, Stomach ache, Headache, Cramps, Anus
Preparing for changes at puberty	Ovaries, Sperm, Testicles, Puberty, Vagina, Penis, Cervix, Wet dreams, Semen, Ejaculate, Menstrual cycle, Ovulation, Fallopian tube, Vulva, Eggs, Genitals, Scrotum, Period/menstruation pad, Tampon, Menstruation cup, Breasts, Hips, Spots, Sweat, Pubic hair, If using the film clips, the following words are also used: Fertilised egg, Periods, Menstruation, Pregnant, Spontaneous erections, What is a wet dream?, Nocturnal emission, Whitish fluid, Wet, Lubricated, Slippery, Sexual nature, Felt good, Pee, Sheets, Laundry, Guilty, Embarrassed, Normal, Natural, Voice deepens, Lining of the uterus, Pads, Menstrual cup, Menstruation Film Clip, Anus, Vaginal discharge, Involuntary erections
Secret or surprise?	Surprise, Secret, Uncomfortable feelings
Together	Safe, Unsafe, Relationships, Marriage, Live together, Civil partnership, Forced marriage, Wedding, Ceremony
Growing and Changing - Pre and Post Unit Assessment: Y4/P5	

Y5: Growing and Changing

Lesson Plan	Key Vocabulary
How are they feeling?	Wellbeing, Resilience, Wellness, Restore, Intensity
Taking notice of our feelings	Safe, Resilience, Unwanted attention, Unwanted touch
Dear Ash	In confidence, Break a confidence, Confidential
Growing up and changing bodies	Testicles, Puberty, Vagina, Penis, Semen, Period, Vulva, Nipples, Scrotum, Period/menstruation pad, Tampon, Menstruation, Clitoris, Labia, Vaginal discharge, Genitalia, Managing feelings, Oral health
Changing bodies and feelings	Testicles, Vagina, Penis, Hips widen, Wet dreams, Hormones, Doctor, Vulva, Sleep, Exercise, Emotions, Nipples, Scrotum, Menstruation cup, Spots, Sweat, Pubic hair, If using the film clips, the following words are also used:; Periods, Menstruation, Clitoris, Body odour, Acne, Hair removal, Height gain, FGM/cuts to the vulva, Lips (labia), Vaginal opening, Urinary opening, Period protection, Washing, Body confidence, Body autonomy, Vaginal discharge, Involuntary erections, Hydration, Breast development, Genitalia, Deodorant, Shower gel, Tissues, Washing powder, Spot cream, Facial wash, Period products, Circumcised, Taking care of your body, Chemicals, Oil glands, Good hygiene, Showers, Soap, Shampoo, Clean underwear, Pimples, Zits, Acne cream, Hair growth, Under arm, Chest hair, Healthy food, Medication
Help! I'm a teenager - get me out of here!	Puberty, Hormones, Respect, Compromise, Conflict, Negotiate, Mood swings, Emotional changes, Neglect
Dear Hetty (OPTIONAL)	Separation, Fostered
Growing and Changing - Pre and Post Unit Assessment: Y5/P6	
Making babies (OPTIONAL)	Egg, Ovaries, Sperm, Testicles, Puberty, Vagina, Penis, Orgasm, Embryo, Womb, Sexual intercourse, Consensual, Condom, Surrogacy, Adoption, IVF, Age of consent, Miscarriage, Conception, Consensual relationship, Hug, Cuddle, Kiss, Erection, Vaginal wetness, Excited, Pleasurable feeling, Implant, Pregnancy, Birth, Caesarean, Cut, Labour, Muscles, Cervix, Vulva, Nipples, Scrotum

Y6: Growing and Changing

Lesson Plan	Key Vocabulary
I look great!	Body image, Manipulation, Self esteem, Deepfake, Digital media, Self-worth
Media manipulation	Assertive, Stereotype, Gender stereotype, Media manipulation, Gender reassignment (protected characteristic)
Pressure online	Online safety, Peer pressure, Right to privacy, Sharing online
Helpful or unhelpful? Managing change	Change, Support, Conversation, Discuss
Is this normal?	Testicles, Puberty, Vagina, Penis, Hormones, Vulva, Friends, Nipples, Scrotum, Identity, Spots, If using the film clips, the following words are also used:; Periods, Rights, Mood swings, FGM/cuts to the vulva, Period products, Emotional changes, Physical changes, FGM, Voice deepening, Puberty and finding out who you are; Manage emotions, Feeling funny sexually, Start to have questions about sex, Sexual reaction, More independence, Increased weight
Making babies	Egg, Ovaries, Sperm, Testicles, Puberty, Vagina, Penis, Orgasm, Embryo, Womb, Sexual intercourse, Consensual, Condom, Surrogacy, Adoption, IVF, Age of consent, Miscarriage, Conception, Consensual relationship, Hug, Cuddle, Kiss, Erection, Vaginal wetness, Excited, Pleasurable feeling, Implant, Pregnancy, Birth, Caesarean, Cut, Labour, Muscles, Cervix, Hips widen, Wet dreams, Loving relationship, If using film clip - Reproduction Planned Parenthood: , Cells, Semen, Ejaculate, Hormones, Menstrual cycle, Ripen, Lining of womb, Mature egg, Ovulation, Fallopian tube, Fertilisation, Uterine lining, Period, How a baby is born: , Vaginal childbirth, Pelvis, Efface, Dilate, Contractions, Mucous plug, Water break, Doctor, Midwife, Cervical opening, Birth canal, Delivery, Active labour, Contracts, Crowning fetal head, Episiotomy, Skull bones, Umbilical cord, Placenta, Breastfeeding, All the different ways couples can create babies; Queer couple, LGBTQ+, Stepchildren, Foster parents, Artificial insemination, Co maternity, Blended family, Donate sperm, Sperm bank, Derogatory, Homophobic, Vulva, Nipples, Scrotum
What is HIV? (OPTIONAL)	Vagina, Womb, Condom, Cervix, Semen, Vaccination, Prejudice, Infection, Medication, HIV, Immune system, Virus, Transmission, Sharing needles, Sexual contact, Human immunodeficiency virus, Illness, Sexual activity, Vaginal fluids, Lifelong condition, Life threatening, Sharing of needles, Blood transfusions, Human papilloma virus, Cancer, Antibodies