



Forest Schooling UK CIC

Intimate Care Policy

Reviewed Spring 2025

Contents

- Aims
 - Legislation and statutory guidance
 - Role of parents/carers
 - Role of staff
 - Intimate care procedures
 - Monitoring arrangements
 - Links with other policies
 - Appendix 1: template intimate care plan
 - Appendix 2: template parent/carer consent form
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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights, and wellbeing of children are safeguarded.
- Children 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 children are taken into account.
- Staff carrying out intimate care do so within guidelines (e.g., health and safety, manual handling, safeguarding protocols) that protect themselves and the children involved.

Intimate care refers to any care that involves toileting, washing, changing, touching, or carrying out an invasive procedure on children's intimate personal areas.

2. Legislation and Statutory Guidance

This policy complies with statutory safeguarding guidance.

3. Role of Parents/Carers

3.1 Seeking Parental Permission

- For children who need routine or occasional intimate care (e.g., toileting or toileting accidents), parents/carers will be asked to sign a consent form.
- For children with more complex needs or requiring additional support beyond what's covered in the consent form, an intimate care plan will be created in discussion with parents/carers (see section 3.2).
- If there is no intimate care plan or parental consent in place, parental permission will be sought before performing any intimate care procedure.
- If the school is unable to contact parents/carers and an intimate care procedure is urgently required, the procedure will be carried out to ensure the child's comfort, and parents/carers will be informed afterward.

3.2 Creating an Intimate Care Plan

- Where an intimate care plan is needed, it will be developed in consultation with the school, parents/carers, the child (when possible), and any relevant health professionals.

- The school will work with parents/carers, taking their preferences into account to make the intimate care process as comfortable as possible, addressing needs sensitively and appropriately.
- The preferences of the child, subject to their age and understanding, will also be considered. If there is uncertainty about the child's ability to make an informed choice, their parents/carers will be consulted.
- The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly whenever a child's needs change.
- See Appendix 1 for a blank template plan that outlines the required information.

3.3 Sharing Information

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected to share relevant information regarding any intimate care matters as necessary.

4. Role of Staff

4.1 Which Staff Will Be Responsible

- The roles responsible for carrying out intimate care will be outlined in job descriptions.
- Only staff assigned specific responsibilities for intimate care will be required to perform such tasks.
- All staff members who carry out intimate care will have an enhanced Disclosure and Barring Service (DBS) check, including a barred list check, before appointment, along with checks on their employment history.

4.2 How Staff Will Be Trained

Staff will receive:

- Training in the specific types of intimate care they undertake.
- Regular safeguarding training.
- If necessary, manual handling training to ensure safety for both the staff member and the child.

Staff will also be familiar with:

- The control measures outlined in the school's risk assessments.
- Hygiene and health and safety procedures.

Staff will be encouraged to seek further advice as needed.

5. Intimate Care Procedures

5.1 How Procedures Will Happen

- Two staff members will be present during any intimate care procedure.
- Procedures will be carried out in privacy, usually in a large toilet.
- The school will provide staff with the necessary items: gloves, bags, facemasks, and wipes.
- For children requiring routine intimate care, parents/carers are expected to provide, when necessary, a sufficient stock of required resources (e.g., nappies, underwear, spare clothing) at least a week in advance.
- Any soiled clothing will be securely contained, clearly labelled, and discreetly returned to parents/carers at the end of the day.

5.2 Concerns About Safeguarding

- If a staff member 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 accidentally hurt or there is an issue during the procedure, the incident will be reported immediately to the Head of Forest School.
- If a child makes an allegation against a staff member, responsibility for the child's intimate care will be transferred to another staff member as quickly as possible, and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring Arrangements

This policy will be reviewed annually by The Board. At each review, the policy will be approved by The Board Members.

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	