Rook's Nest Academy

Intimate Care Policy 2026-27

Approved By Governors: September 2026
To be reviewed: September 2027

ROOK'S NEST ACADEMY INTIMATE CARE POLICY

1. INTRODUCTION

Rook's Nest Academy is committed to safeguarding and promoting the welfare of the children in its care. Meeting a pupil's intimate care need is one aspect of safeguarding.

This Intimate Care policy should be read in conjunction with the following:

- The Safeguarding Policy
- Health and Safety policy and procedures
- Medicines Policy
- Staff Code of Conduct
- Staff Handbook

2. DEFINITION

Intimate care can be defined as care tasks associated with bodily functions, body products and personal hygiene, which demand direct or indirect contact with or exposure of intimate personal areas. This includes care associated with continence and menstrual management, as well as more ordinary tasks such as washing and dressing. It also includes the supervision of children involved in intimate self-care and the checking of intimate injuries in school.

3. PRINCIPLES

- All staff responsible for the intimate care of children will always undertake their duties in a professional manner. It is recognised that these adults are in a position of great trust. Visitors, volunteers, and work experience students will not be involved in intimate care routines.

- All children will be treated with respect and no child should be attended to in a way that causes distress or pain.

- Children's dignity will be preserved and a high level of privacy, choice and control will be provided. Staff should have a high awareness of child protection issues. Staff behaviour is open to scrutiny and they should work in partnership with parents / carers to provide continuity of care wherever possible.

- Children are encouraged to gain awareness of personal safety through the Personal, Social and Health Education curriculum as appropriate to their development and level of understanding.

4. OUR APPROACH TO BEST PRACTICE

- Intimate care must only be carried out in the presence of two members of staff.

- All children who require intimate care are always treated respectfully; the child's welfare and dignity are paramount.

- Staff providing intimate care should be aware of the appropriate level of support needed for each individual child and encourage them to be independent in their care as appropriate with their age and understanding.

- Each child's right to privacy should be respected and only the required number of adults and support should be offered as appropriate for the situation.

- All staff should be aware of confidentiality and sensitive information should only be shared with those who need to know.

- Individual children requiring intimate care on a long-term basis will have personal intimate care paperwork completed that is signed and agreed by all staff involved and parents. This includes children who are not toilet trained due to a need, from Reception age upwards.

5. CHILD PROTECTION

- The Governors and staff at Rook's Nest Academy recognise that children with special needs are often vulnerable.

- Staff should adhere to the Academy's Health and Safety, Child Protection and Safeguarding policies and guidelines always.

- Where appropriate, all children are taught personal development skills appropriate to their age and level of understanding.

- If a member of staff has any concerns about physical changes in a child's presentation e.g., marks, bruises they will immediately report their concerns to the Designated Person for Safeguarding.

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- If a child makes an allegation against an adult working in school, all necessary procedures will be followed in line with the procedures issued by the Wakefield Safeguarding Children's Partnership and the Safeguarding Advisor for Education.

- Any adult who has concerns about a colleague at the school or any improper practice will report this to the Headteacher or the Chair of Governors if the concern is regarding the Headteacher.

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