

The Rydal Academy

Intimate Care Policy

Accepted by: The Rydal Academy LGB September 2014

Approving Body: Rydal Academy SLT

Review Cycle: 3 years

Last reviewed: July 2025

Date of next review: July 2027

Introduction

Intimate care is defined as support provided to a pupil in relation to personal care needs, including tasks associated with continence, personal hygiene and bodily functions.

The Rydal Academy is committed to ensuring that all pupils who require intimate care are treated with dignity, respect and sensitivity at all times.

The provision of intimate care is carried out in a way that safeguards pupils, supports their wellbeing and promotes independence, in partnership with parents/carers and, where appropriate, relevant professionals.

1. Principles of Intimate Care

The provision of intimate care will be carried out in a manner that:

- Preserves the dignity and privacy of the pupil at all times
- Respects the pupil's preferences, wishes and developmental stage
- Promotes independence wherever possible
- Is delivered sensitively and without causing distress
- Is carried out by staff who are aware of safeguarding responsibilities

Staff will:

- Communicate with the pupil throughout the process
- Ensure that care is appropriate to the individual needs of the pupil
- Maintain professional boundaries at all times

2. Pupils Requiring Intimate Care

The school recognises that some pupils may require support with intimate care across all age ranges. This may be on a short-term basis or as an ongoing need.

This may include (but is not limited to):

- Younger pupils who are not yet fully independent in personal care
- Pupils with medical conditions (e.g. bowel and bladder conditions, stoma care)
- Pupils with SEND or developmental needs requiring additional support

Where a pupil requires support with intimate care:

- Arrangements will be agreed in partnership with parents/carers
- Expectations and routines will be clearly understood by staff involved
- Relevant information will be shared with staff on a need-to-know basis
- Care will be provided in a way that maintains dignity, privacy and safety

Where intimate care is required on a planned or ongoing basis, arrangements will be agreed and documented in advance with parents/carers.

The school will make reasonable adjustments, in line with the Equality Act 2010, to ensure that pupils who require intimate care are able to access education safely and without discrimination.

Planning will take into account:

- The nature and frequency of care required
- The level of support needed by the pupil
- Any associated risks or health needs

The need for privacy, dignity and safety Where required:

- Appropriate facilities, equipment or resources will be identified
- Staff will be provided with relevant information and guidance to support safe practice drawing on information provided by parents/carers, health professionals and school-based systems where available

Arrangements will be reviewed where there is a change in need, following any concerns, or where a review is requested.

3. Delivery of Intimate Care

Intimate care will be provided in a safe, respectful and professional manner at all times.

Staff will:

- Ensure the pupil's privacy is maintained as far as possible
- Support the pupil in a calm, sensitive and reassuring manner
- Communicate clearly with the pupil throughout the process
- Use appropriate facilities, equipment and hygiene procedures
- Encourage the pupil to participate and develop independence where appropriate

Care will:

- Be provided in a designated, appropriate space where possible
- Be delivered by staff known to the pupil where practicable
- Be carried out in a way that minimises distress or discomfort

The number of staff present will be appropriate to the level of need and the safety of both the pupil and staff. Where additional support is required (e.g. moving and handling), appropriate guidance and equipment will be used.

4. Recording and Communication

The school will ensure that appropriate records are maintained where intimate care is provided, in line with safeguarding expectations.

Where intimate care is provided on a regular or planned basis for individual pupils, a simple record will be maintained. This may include:

- Date and time
- Nature of care provided
- Name or initials of the staff member

In Early Years settings, where intimate care is routine and frequent, a simplified group recording system may be used. This will typically record:

- Date
- Time
- Pupil initials
- Staff initials

Recording systems will be proportionate and manageable, while ensuring appropriate safeguarding and accountability.

All information relating to intimate care will be treated as confidential and shared only with relevant staff on a need-to-know basis.

The school will work in partnership with parents/carers and will communicate any concerns, incidents, or changes in a pupil's needs as required.

5. Safeguarding and Professional Responsibilities

The provision of intimate care forms part of the school's safeguarding responsibilities, and staff will follow the school's safeguarding and child protection procedures at all times.

Staff providing intimate care will:

- Maintain professional boundaries at all times
- Be aware of the potential for misunderstanding and ensure practice is open and transparent
- Report any concerns regarding a pupil's welfare or presentation in line with safeguarding procedures

Any concerns arising during the delivery of intimate care, including:

- Physical marks, bruising or changes in presentation
- Unusual or concerning pupil behaviours or responses
- Concerns about the consistency or safety of care will be recorded and reported in line with the school's safeguarding policy.

If a pupil is distressed or expresses discomfort with care, this will be taken seriously, addressed promptly, and shared with parents/carers where appropriate.

All staff are expected to act in the best interests of the pupil at all times and to seek guidance where they are unsure.

Related Policies:

- First Aid and Accident Policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy

Appendix 1: To be used in Early Years settings where care is routine and frequent.

Intimate Care Record (EYFS Intimate Care Log)

[illegible]

Appendix 2: To be used for SEN/Medical and/or planned care

Intimate Care Record (Individual Pupil)

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