

INTIMATE CARE POLICY

Next Gen
Support
Services

Approved by: Omar Salahuddin **Date:** 08/08/25

Last reviewed on: 08/08/25

Next review due by: 31/08/26

CONTENTS

1. AIMS.....	2
2. LEGISLATION AND STATUTORY GUIDANCE	2
3. ROLE OF PARENTS	2
4. ROLE OF STAFF	3
5. INTIMATE CARE PROCEDURES.....	3
6. MONITORING ARRANGEMENTS.....	4
7. LINKS WITH OTHER POLICIES	4
APPENDIX 1: INTIMATE CARE PLAN	5
APPENDIX 2: PARENT/CARER CONSENT FORM	6

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 young people and vulnerable adults are safeguarded
- Young people and vulnerable adults with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their Young Person/Vulnerable Adult are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the Young People/Vulnerable Adults involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to Young Person/Vulnerable Adult intimate personal areas.

2. LEGISLATION AND STATUTORY GUIDANCE

This policy complies with [statutory safeguarding guidance](#).

3. ROLE OF PARENTS

3.1 SEEKING PARENTAL PERMISSION

Where there isn't an intimate care plan in place, parental permission will be sought before performing any intimate care procedure.

If the provision is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the young person/vulnerable adult is comfortable, and the provision will inform parents/carers/social workers afterwards.

3.2 CREATING AN INTIMATE CARE PLAN

Where an intimate care plan is required, it will be agreed in discussion between the provision, parents/carer, the young person/vulnerable adult (when possible) and any relevant health professionals.

The provision will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the Young Person/Vulnerable Adult will also be taken into account. If there's doubt whether the Young Person/Vulnerable Adult is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 SHARING INFORMATION

The provision will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. ROLE OF STAFF

4.1 WHICH STAFF WILL BE RESPONSIBLE

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants, teachers, administrators, middle and senior leaders.

No other staff members can be required to provide intimate care.

All staff at the provision 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.

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 that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the provision
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

5. INTIMATE CARE PROCEDURES

5.1 HOW PROCEDURES WILL HAPPEN

In usual situations, there will be two members of staff to support the Young People/Vulnerable Adults intimate care as per the care plan to avoid risks of false allegations or it is an invasive procedure. In extenuating circumstances, there may be a staff who provides intimate care to a pupil, where this occurs, the member of staff will report this to the DSL.

In all cases of intimate care, staff will report this on the Young People/Vulnerable Adults record, parent/carers and be part of the daily brief/de-brief notes.

Procedures will be carried out in a COVID-safe way according to the provision's risk assessment and COVID-19 protocol.

When carrying out procedures, the provision will provide staff with disposable gloves, aprons, cleaning supplies, and bins.

For Young People/Vulnerable Adults needing routine intimate care, the provision expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

5.2 CONCERNS ABOUT SAFEGUARDING

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

If a Young Person/Vulnerable Adult is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the first aider.

If a Young Person/Vulnerable Adult makes an allegation against a member of staff, the responsibility for intimate care of that Young Person/Vulnerable Adult will be given to another member of staff as quickly as possible and the allegation will be investigated according to the provision's safeguarding procedures.

6. MONITORING ARRANGEMENTS

This policy will be reviewed by the Head of Services annually. At every review, the policy will be approved by the governing board/Head of Services.

7. LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:

- Young Person/Vulnerable Adult protection and safeguarding
- COVID-19
- Health and safety
- SEN
- Supporting Young People/Vulnerable Adults with medical conditions

APPENDIX 1: INTIMATE CARE PLAN

PARENTS/CARERS	
Name of Young Person/Vulnerable Adult	
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 Young Person/Vulnerable Adult	
Signature of parent or carer	
Date	
YOUNG PERSON/VULNERABLE ADULT	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	

PARENTS/CARERS

Signature of Young Person/Vulnerable Adult

Date

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

APPENDIX 2: PARENT/CARER CONSENT FORM

PERMISSION FOR PROVISION TO PROVIDE INTIMATE CARE

Name of Young Person/Vulnerable Adult

Date of birth

Name of parent/carer

Address

I give permission for the provision to provide appropriate intimate care to my Young Person/Vulnerable Adult (e.g. changing soiled clothing, washing and toileting)

I will advise the provision of anything that may affect my Young Person/Vulnerable Adult's personal care (e.g. if medication changes or if my Young Person/Vulnerable Adult has an infection)

I understand the procedures that will be carried out and will contact the provision immediately if I have any concerns

I do not give consent for my Young Person/Vulnerable Adult to be given intimate care (e.g. to be washed and changed if they have a toileting accident).

Instead, the provision will contact me or my emergency contact and I will organise for my Young Person/Vulnerable Adult to be given intimate care (e.g. be washed and changed).

I understand that if the provision cannot reach me or my emergency contact if my Young Person/Vulnerable Adult needs

PERMISSION FOR PROVISION TO PROVIDE INTIMATE CARE

urgent intimate care, staff will need to provide this for my Young Person/Vulnerable Adult, following the provision's intimate care policy, to make them comfortable and remove barriers to learning.

Parent/carer signature

Name of parent/carer

Relationship to Young Person/Vulnerable Adult

Date