



ROKEBY PRIMARY SCHOOL

PART OF STOWE VALLEY MULTI ACADEMY TRUST

Intimate Care Policy

Policy date	November 2025	Author	Vicky Allan/SLT
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Review date	November 2027		

Rokeby Primary School – Intimate Care Policy

1. Introduction

Rokeby Primary School is committed to safeguarding and promoting the welfare, dignity, and independence of all pupils. This policy outlines the principles and procedures for providing intimate care, including toileting support, in line with Warwickshire County Council's SEND Toileting Guidance (April 2018). <https://schools.warwickshire.gov.uk/directory-record/2098223/guidance-on-special-toileting-needs-in-schools-and-early-years>

2. Definition of Intimate Care

Intimate care includes:

- Assisting with toileting and changing
- Cleaning after accidents
- Managing continence needs
- Supporting pupils with medical conditions or disabilities requiring personal care

3. Legal Framework

This policy is underpinned by:

- **Equality Act 2010** – requiring reasonable adjustments for pupils with disabilities
- **Children and Families Act 2014** – mandating support for pupils with medical conditions
- **Keeping Children Safe in Education** – safeguarding children during personal care

4. Guiding Principles

- Every child has the right to be treated with dignity, respect, and sensitivity.
- Intimate care will be child-centred, age-appropriate, and culturally sensitive.
- Staff will work in partnership with parents/carers and professionals.
- Pupils will be encouraged to develop independence where possible.

5. Roles and Responsibilities

- **Head Teacher (DSL):** Mrs Vicky Allan
- **Deputy DSLs:** Miss Caroline Woodhill and Miss Tess Doughty
- **Staff:** Must be DBS-checked, trained in safeguarding and manual handling (if applicable)

6. Planning and Implementation

Before a child starts:

- Gather information from parents/carers and professionals

- Develop an **Individual Toileting Plan**
- Use the Rokeby **Risk Assessment**
- Ensure facilities, equipment, and training are in place
- Agree on terminology and routines with families

7. Procedures

- Staff will follow agreed care plans and hygiene protocols
- Records of all intimate care interventions will be maintained
- Children will be supported discreetly and respectfully
- Spare clothing will be provided by parents; soiled clothing will be bagged and stored appropriately

8. Safeguarding and Lone Working

- Staff must follow safeguarding procedures
- Two staff members may be required if there is a known risk of allegation
- All personal care must be recorded and monitored

9. Facilities and Equipment

- Accessible toilets and hygiene areas will be used
- Equipment (e.g. hoists, changing beds) will be maintained and serviced
- Hygiene supplies (gloves, aprons, wipes) will be available

10. Staff Training and Support

- Staff will receive training in:
 - Manual handling
 - Infection control
 - Safeguarding
 - Communication strategies for non-verbal pupils

11. Pupil Voice

- Pupils will be consulted about their preferences and comfort
- Their views will inform care plans and routines
- Staff will monitor for signs of distress or reluctance

12. Monitoring and Review

- Care plans and risk assessments will be reviewed termly or when a child's health needs changed/when a healthcare professional makes further recommendations
- The policy will be reviewed annually or in response to changes in legislation or pupil needs