



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



INTIMATE CARE POLICY

Reviewed by Governors:	July 2025
To be reviewed:	July 2028
Leadership link person:	Mrs A Cashmore

Walton Multi Academy Trust refers to all schools within the Trust.

When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor' includes all Trustees or Local Board Governors.

Statement of intent

Walton High School takes the health and wellbeing of its pupils very seriously. As described in the Medication Policy, the Academy aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care and respect when intimate care is given.

Principles

Walton High School understands that staff are in a position of great trust with students. Walton High School recognises that there is a need to treat all students with respect when intimate care is given. The student's welfare and dignity is of paramount importance. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

Definition

Intimate care can be defined as an activity, which meets the personal care needs of a student.

Examples include care associated with continence and menstrual management, as well as tasks such as help with toileting, washing and dressing. It does not include assisting with wiping intimate personal areas, but may involve prompting a student to do so.

It also includes supervision of students involved in intimate self-care.

Best Practice

All staff carrying out intimate care of students in the school must follow the procedures and advice outlined:

1. Ensure they are aware of the Safeguarding Policy and Procedures in place within the school. If concerned about a student's actions or comments whilst carrying out intimate care, this should be discussed with the school's designated person for safeguarding in the first instance.
2. Use the nature of the incident/care required, and knowledge of the student to make a judgement on how many adults should be involved in intimate care. In some cases, it may be advisable to have same sex adults in attendance for the student. This could also be in cases where the student is vulnerable or where knowledge of the student or family indicates there could be difficulties/allegations made.

3. If possible, a student should be assisted/supervised in a disabled toilet to allow for privacy/supervision.
4. Students should always be encouraged to carry out intimate care as independently as possible.
5. Consider the dignity of the student and allow them to make a decision on how they would like to be assisted.
6. If the student requires assistance with intimate care regularly a care plan should be in place, which is agreed and signed by their parent/carer. Two or three members of staff should be identified who will carry out this care.

When unplanned intimate care is required, a second member of staff (e.g. class teacher or teaching assistant) should be informed of what is happening and if necessary assist.

7. Equipment for use during unplanned intimate care will be kept in the Medical Room. This will contain gloves, wipes, bags for putting soiled clothing in and sanitary towels.
8. If it is suspected that a student has soiled himself or herself and the student denies it, the matter should be referred to the parent/carer for advice. They should either come into school to assist the student or take them home and return them to school when they have been changed.
9. If a student has been assisted with intimate care, which is not planned, a parent/carer must be contacted without delay to inform them of what has happened and how the student was assisted.
10. If a student has been assisted with unplanned intimate care, this should be recorded and details given to the designated safeguarding lead without delay by the member of staff carrying out the care.
11. Confidentiality should be maintained at all times between student, school and parent/carer.

Record of Intimate Care Intervention
Agreement between Pupil/Parent and Pupil Support Assistant

Pupil's name: _____ Class/year group: _____

Name of support staff involved: _____

Date: _____ Review date: _____

Member of Staff

As the Pupil Support Assistant helping you with intimate care, you can expect me to do the following:

- When I am the identified person, I will stop what I am doing to help you. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing.
- I will check that you are as comfortable as possible, both physically and emotionally.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will listen carefully if there is something you would like to change about your Intimate Care Plan.

Pupil

As the pupil who requires help with intimate care, you can expect me to do the following:

- I will try, whenever possible, to let you know a few minutes in advance that I am going to need help with intimate care, so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break time, or at the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

Signed: _____ Pupil Support Assistant

Signed: _____ Pupil

Signed: _____ Parent / Carer