CARLTON
ACADEMY TRUST

Intimate Care Policy

Approved on behalf of Trustees:	**Gareth Logan**
Date:	**July 2026**
Next Review Date:	**July 2027**

Purpose and Scope

This policy sets out the Trust's approach to supporting students who require intimate care. It ensures that all such care is delivered:

- Safely
- Respectfully
- Consistently
- In a way that safeguards and promotes welfare

This policy applies to all staff, volunteers, and agency workers working with students.

Definition of Intimate Care

Intimate care refers to any activity involving:

- Washing, dressing, or supporting hygiene
- Assisting with toileting or continence care
- Physical support involving private body areas
- Certain medical or personal care procedures

These activities place children in a position of increased vulnerability and require the highest safeguarding standards.

Statutory Framework and Guidance

This policy is informed by:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children (2026)
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice (2015)
- EYFS Statutory Framework (where applicable)
- NSPCC safeguarding guidance on intimate care

Principles

The Trust is committed to ensuring that:

- Every child has the right to safety, dignity and respect
- The welfare of the child is paramount
- Intimate care is delivered in a child-centred and inclusive way
- Children are involved in decisions about their care, where appropriate
- Care supports independence and development
- Cultural, religious and personal values are respected
- All staff operate within clear professional boundaries

Roles and Responsibilities

Trustees

- Ensure policy compliance with statutory safeguarding expectations
- Provide oversight and challenge

Heads of School

- Ensure implementation of this policy
- Ensure staff are trained and supported
- Maintain safe systems and staffing arrangements

Designated Safeguarding Lead (DSL)

- Provide advice and oversight
- Respond to safeguarding concerns
- Monitor patterns and records

Staff

- Follow this policy and safer working practices
- Treat children with dignity and respect
- Report concerns immediately
- Maintain accurate records

Safer Working Practices

To protect both students and staff:

General

- Intimate care must only be undertaken by appropriately trained staff
- Staff must have an enhanced DBS check with barred list clearance
- Care must be necessary, appropriate, and proportionate

Supervision and Visibility

Wherever possible:

- Another adult should be aware of the care taking place
- Doors should remain unlocked (unless risk-assessed otherwise)

A risk assessment must determine when single staff care is appropriate or additional staff presence is required.

Privacy vs Safeguarding Balance

Students' dignity and privacy must be respected. However, care must not take place in complete isolation without safeguarding oversight.

Same Sex Care

Students' preferences regarding staff gender should be respected wherever possible. Any deviations must be risk assessed and agreed with parents.

Physical Contact

Only necessary physical contact should occur. Contact must be appropriate, minimal, ands explained to the student.

Professional Boundaries

Staff must never use intimate care as an opportunity for inappropriate contact, informal conversations of a personal nature, and avoid any behaviour that could be misinterpreted.

Child Voice and Consent

Students should be informed about what is happening and consulted about preferences. Staff should seek verbal or non-verbal consent (assent) where appropriate. A child's wishes should be respected unless it places them at risk

Individual Intimate Care Plans (ICP/IHCP)

All students requiring ongoing care must have an Individual Plan, developed with:

- Parents/carers
- Relevant professionals
- The student (where appropriate)

Plans must include:

- Level of support required
- Frequency and routines
- Staff involved
- Facilities and equipment
- Cultural/religious considerations
- Risk assessments
- Safeguarding measures
- Strategies to promote independence

Plans must be:

- Reviewed at least annually
- Updated when needs change

Parental Partnership and Consent

Written parental consent is required for ongoing intimate care

Parents must:

- Be consulted in planning
- Provide necessary equipment
- Be informed of concerns or changes

For one-off incidents (e.g. accidents), parents will be informed the same day.

Facilities and Resources

Schools must provide:

- Safe, clean and hygienic changing facilities
- Appropriate privacy arrangements
- Access to running water, disposal facilities, PPE (gloves, aprons)

Facilities must balance privacy and safeguarding visibility.

Health and Safety

Staff must:

- Follow infection control procedures
- Use PPE appropriately
- Safely dispose of bodily fluids
- Wash hands thoroughly

Manual handling must follow approved training and risk assessments

Record Keeping

Accurate records must be kept of:

- All intimate care provided
- Dates, times, and staff involved
- Any concerns, injuries, or behavioural changes

Records must:

- Be stored securely
- Be accessible to parents on request
- Be monitored by safeguarding leads

Safeguarding and Child Protection

Intimate care is a safeguarding activity.

Staff must: report immediately to the DSL if:

- A child becomes distressed
- There are unexplained marks or injuries
- Behavioural changes

Staff must follow the Trust's:

- Safeguarding Policy
- Allegations Against Staff procedures
- Whistleblowing Policy

Training

All staff involved must receive:

- Safeguarding training (including KCSIE)
- Intimate care procedures training
- Infection control training
- Manual handling training (if required)

Training must be regularly updated and recorded.

Equality and Inclusion

The Trust will:

- Make reasonable adjustments for disabled students
- Ensure no child is disadvantaged due to SEND; medical needs; cultural or religious factors

Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Health and Safety Policy
- SEND Policy
- Supporting Pupils with Medical Conditions
- Whistleblowing Policy

Monitoring and Review

Policy reviewed annually or sooner if required

Monitored by:

- DSL
- Senior leaders
- Trustees

Annex A: Record of Intimate Care Intervention

Student			**Year / Class**	
Date			**Review Date**	
Date	**Time**	**Procedure**	**Student Behaviour**	**Staff Present with Signatures**

Annex B: CAT Intimate Care Plan

Student Name:	**Year / Class:**
Name of staff member / keyworker:	
Date:	**Review Date:**
Area of Need	
Equipment Required	
Locations of suitable toilet facilities	
Support required	**Frequency of support**

Working towards independence

Student will try to	Staff member will	Parents will	Target achieved date

Signed: _____ **Parent**

Signed: _____ **Staff member**

Signed: _____ **Student (where appropriate)**