Rising Stars
Intimate Care Policy

Date of Policy: 24/11/2025
Review Date: 06/11/2026
Named Safeguarding Lead: Sadie Hartley
Named SENCo / Inclusion Lead: Laura O'Brien / Sadie Hartley

1. Policy Statement

Rising Stars is committed to safeguarding and promoting the welfare, dignity and independence of all pupils. We recognise that some pupils may require support with intimate care due to age, developmental stage, disability, medical need, or social, emotional and mental health (SEMH) needs.

This policy ensures that intimate care is provided:

- In a safe, respectful and dignified manner
- In ways that promote independence and self-esteem
- With clear safeguarding procedures for pupils and staff
- In partnership with parents/carers and external professionals where appropriate
- Intimate care will always be provided in a way that respects pupils' rights, privacy, individuality and emotional wellbeing.

2. Scope of the Policy

This policy applies to:

- All staff working at Rising Stars
- Any adult providing intimate care, including support staff, key workers and leaders
- All pupils who require intimate care support on a temporary or long-term basis

Intimate care includes, but is not limited to:

- Toileting and continence care
- Changing soiled clothing
- Support with personal hygiene
- Support following accidents
- Support with dressing related to care needs

3. Principles Underpinning Intimate Care

All intimate care at Rising Stars is guided by the following principles:

- Respect and Dignity: Pupils are treated with sensitivity and respect at all times.
- Privacy: Care is carried out discreetly in appropriate facilities.
- Independence: Pupils are supported to develop independence wherever possible.
- Safeguarding: Clear procedures protect both pupils and staff.
- Consistency: Care routines are predictable and agreed.
- Consent and Communication: Pupils are informed and reassured throughout care.

4. Legal and Statutory Framework

This policy aligns with:

Keeping Children Safe in Education (latest edition)

The Equality Act 2010

The Children Act 1989 and 2004

SEND Code of Practice

Working Together to Safeguard Children

Data Protection and confidentiality guidance

5. Individual Intimate Care Plans

Where a pupil requires regular or ongoing intimate care, an Individual Intimate Care Plan (IICP) will be put in place.

Plans will:

- Be developed in consultation with parents/carers
- Take account of medical, physical, emotional and sensory needs
- Outline preferred routines, communication methods and dignity considerations
- Be reviewed regularly or when needs change
- Be shared on a need-to-know basis with relevant staff
- Where appropriate, pupil voice will be included in a way that is accessible and meaningful.

6. Consent and Communication

- Parents/carers will provide written consent for intimate care arrangements.
- Pupils will be informed, reassured and involved as appropriate to their understanding.
- Staff will explain what they are doing before and during care.
- Pupils' preferences (where known) will be respected.
- Care will stop immediately if a pupil becomes distressed and support will be sought.

7. Staffing and Safeguarding Arrangements

Staffing

- Intimate care will be provided by trained, familiar staff wherever possible.
- Wherever practicable, the same staff will support a pupil to promote trust and consistency.
- Staff will receive appropriate training in intimate care, safeguarding and dignity.

Safeguarding

- Intimate care will be carried out in an appropriate space that ensures privacy but allows for safeguarding oversight.
- Doors should not be locked.
- Staff must follow agreed procedures and never act outside of the care plan.
- Any concerns arising during intimate care must be reported immediately to the Designated Safeguarding Lead (DSL).

Staff must not:

- Carry out intimate care without appropriate consent and planning
- Share information beyond those who need to know

8. Facilities and Equipment

Rising Stars will ensure that:

- Appropriate toilet and changing facilities are available
- Equipment (gloves, wipes, disposal bags, spare clothing) is accessible
- Facilities are clean, safe and well-maintained

- Infection control procedures are followed at all times

9. Record Keeping
- Intimate care will be recorded in line with school procedures.
- Records will be factual, dated and signed.
- Any concerns, accidents or unusual observations will be noted and reported.
- Records will be stored securely and treated as confidential.

10. Supporting Independence
Intimate care is not intended to replace independence where this can be developed. Staff will:
- Encourage pupils to complete steps they can manage themselves
- Use visual supports, routines and prompts where helpful
- Celebrate progress towards independence
- Review care plans regularly to reduce support where appropriate

11. Managing Accidents and Emergencies
- Pupils who experience accidents will be supported calmly and discreetly.
- Spare clothing will be provided where needed.
- Parents/carers will be informed in line with agreed procedures.
- Medical emergencies will follow the school's medical and emergency response policies.

12. Complaints and Concerns
Any concerns about intimate care provision should be raised with:
- The class teacher or key worker
- The SENCo or Inclusion Lead
- The Designated Safeguarding Lead
- Complaints will be handled in line with the school's Complaints Policy.

13. Monitoring and Review
This policy will be:
- Reviewed annually
- Reviewed sooner if guidance changes or following an incident
- Monitored through safeguarding and SEND oversight