



'Christ at the centre, children at the heart'

Our Lady of Walsingham Catholic

MAT Company No: 08444133

Registered Office: Fordham Road, Newmarket, Suffolk, CB8 7AA

Approved by the Trust Board:	February 2026
Signed by Trust CEO:	<i>Clare Oates</i>
Review Date:	February 2029

Intimate Care Policy

1. Introduction

Our Lady of Walsingham Trust is committed to safeguarding and promoting the welfare of all its pupils. Intimate care involves supporting a child with personal needs, including toileting, dressing, feeding, and medical assistance. This policy aims to ensure that such care is conducted respectfully, sensitively, and in line with best practices across all academies within the trust.

2. Legislation

This policy has due regard to the relevant legislation, including but not limited to the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including but not limited to, the following:

- DfE (2020) 'Keeping children safe in education.'

3. Scope

This policy applies to all staff members, volunteers, and external providers involved in the intimate care of pupils across the trust's academies.

4. Principles

- **Dignity and Respect:** Every child has the right to be treated with dignity and respect.
- **Child-Centred Approach:** Care should be tailored to the individual needs of each child, considering their age, maturity, and personal preferences. [NSPCC Learning](#)
- **Privacy:** Children's privacy should be maintained, ensuring that intimate care is conducted discreetly.
- **Consistency:** Standardized procedures should be implemented across all academies to ensure uniformity and safety.
- **Safeguarding:** All intimate care procedures must align with the trust's safeguarding policies and procedures.

4. Roles and Responsibilities

- **Trust Board:** Oversee the implementation and regular review of the Intimate Care Policy across all academies.

- **Executive Leadership Team:** Ensure that all academies adhere to the policy and provide necessary training and resources.
- **Principals/Headteachers:** Implement the policy at the academy level, monitor compliance, and address any concerns.
- **Staff Members:** Deliver intimate care in accordance with the policy, maintaining professionalism and sensitivity.

5. Procedures

- **Consent:** Obtain written consent from parents/carers before initiating intimate care. For pupils capable of giving consent, their permission should also be sought.
- **Care Plans:** Develop individualized intimate care plans for pupils requiring regular assistance, in collaboration with parents/carers and relevant professionals.
- **Training:** Provide staff with appropriate training to handle intimate care tasks competently and confidently.
- **Environment:** Ensure that facilities used for intimate care are safe, private, and hygienic.
- **Record Keeping:** Maintain detailed records of all intimate care activities, noting the date, time, staff involved, and any observations.

6. Safeguarding Measures

- **Staffing:** Whenever possible, intimate care should be carried out by staff of the same gender as the pupil.
- **Supervision:** While one-to-one care is often necessary, staff should inform another adult when intimate care is being provided.
- **Reporting Concerns:** Any concerns about the process or a pupil's response should be documented and reported to the Designated Safeguarding Lead.

7. Partnership with Parents/Carers

Open communication with parents/carers is vital. Regularly review and update care plans, ensuring they reflect the current needs of the pupil.

8. Monitoring and Review

This policy will be reviewed annually by the Trust Board, with input from academy leaders, staff, parents/carers, and, where appropriate, pupils.

9. Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Staff Code of Conduct

By implementing this policy, Our Lady of Walsingham Trust ensures a consistent, respectful, and safe approach to intimate care across all its academies, upholding the dignity and well-being of every pupil.

Appendix 1 Intimate Care Record Sheet

Pupil's Details
Full Name:
Names of staff involved:

Date	Time	Procedure	Signature(s)	Comments

Appendix 2 Intimate Care Permission Form

Pupil's Personal Details	
Full Name:	
Date of Birth:	Parent/Carer name:
Address:	

I / We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature

Name:

Relationship to child:

Date:

Appendix 3 Intimate Care Plan.

Pupil's Name	Date of birth
Reasons for the plan	
Possible risks and how these will be overcome	
Other professionals who have offered support and advice regarding the implementation of this care plan e.g. Occupational Therapist training on lifting and handling, School Nurse training on medication etc.	
Level of supervision	
Assistance required	
When?	
Where?	

Facilities and Equipment
<p>What equipment is required:</p> <p>Is there a toilet training programme? Yes/No If 'yes' list details:</p>
<p>The plan will be monitored by Class teacher & SENDCo Date: _____ Date of next review: _____ To be reviewed every six months and more frequently if things change.</p>

This plan has been agreed by:			
Designation	Name	Signature	Date
Parent/Carer			
Child			
Class teacher			
SENDCo			
Headteacher			
Other professional (if advice given)			