



Intimate Care and Close Personal Contact Policy

Version 2

Policy Date:	December 2023
Policy Review Date:	December 2027
Approved by Governors (date of meeting)	11 th March 2026

Document History:

Date	Amendment
October 2023	New policy
December 2025	Reviewed, no amendments made

Rationale

Intimate care and assistance and activities requiring close personal contact can be identified as any personal care procedure that involves the invasion of an individual's personal space.

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and developmental needs.

Purpose

The purpose of the policy is to:

- Recognise and identify situations which have elements of intimate or close personal contact
- Uphold pupils' rights to privacy and dignity
- Recognise the responsibilities of adults involved
- Safeguard pupils and adults from any misinterpretation of action
- Ensure consistency of action whilst being sensitive to individual need
- Dispose of waste in an appropriate manner

Child Concern

All child concern matters must be reported to the person in school designated to deal with such issues: Mrs Linda Chadwick, DSL.

Health and Safety

All staff should be aware of and adhere to general Health and Safety guidelines. Risk assessments are carried out taking the advice of relevant personnel. All equipment is serviced and maintained in accordance with legal requirements.

Any Health and Safety concerns should be reported to the Business Manager/Headteacher who will act upon the information. The name of the designated person should be known to all staff.

DBS Checks

All adults participating in activities requiring intimate/close personal contact will have undergone enhanced DBS checks. *(see section referring to student or volunteer helpers)*

The role of students and volunteer helpers

Student, volunteer helpers (including parent helpers) must be supervised and not be put in a situation where they are alone with pupils except in extreme/emergency circumstances.

Student, volunteer helpers (including parent helpers) **should not**

- Assist with toileting pupils

Student, volunteer helpers (including parent helpers) **may**

- Assist in helping pupils change for PE if under the close supervision of school staff

Physical Assistance

1. Give verbal prompts and/or instructions before moving into a pupil's personal space.
2. Give verbal prompts before touching, handling or moving a pupil (1,2,3 lift).
3. Have regard for advice and instructions given by therapists regarding individual pupil's movement and transfers.

4. Always use recommended equipment to assist with movement and transfers.
5. Check equipment regularly.

Toileting and Changing

The following points must be taken into consideration.

1. The need for privacy whilst being aware of the need to protect pupils from inappropriate touching.
2. The need for privacy whilst being aware of the need to protect staff from allegations of inappropriate touching - 2 staff to change 1 child at a time.
3. Toilet doors must be locked.
4. Consistency of approach with necessary information, routines and verbal prompts communicated to staff assisting.
5. Awareness of assistant's personal hygiene procedures to include the use of gloves, aprons, etc. and emphasise the importance of correct hand washing.
6. Awareness of general hygiene and disposal of waste procedures using the provided designated nappy bin.
7. Give sufficient time for the pupil to achieve, to be aware of expectations, and be familiar with the type and frequency of prompts.
8. Encourage as much independence as possible, using the progression of skills appropriate to individual need i.e.
 - Opportunity
 - Dependence
 - Co-operation
 - Participation
 - Supervised independent action
 - Independence
9. Only use creams etc. with written permission of parents.
10. Wipe bed down with anti-bacterial wipes.
11. Gloves and aprons to be disposed of in the waste bin.
12. Nappies only to be disposed of in the designated nappy bin.
13. Time sheet to be completed (Appendix 1).
14. Secure written parental agreement to procedures (Appendix 2).

The policy will be reviewed every two years.



Intimate Care and Close Personal Contact Timesheet

[illegible]



Intimate Care and Close Personal Contact Parental/Carer Consent

You have identified to school that your child may on occasion during the school day require their nappy/pull-up to be changed by members of staff.

Name of Child:	
Date of Birth:	

Please tick

- I have read the Intimate Care and Close Personal Contact Policy
- I consent to staff members attending to my child in line with this policy
- It is my responsibility to purchase supplies and ensure sufficient supplies are in school for my child
- Any creams provided for my child must be clearly labelled and clear instructions given for the application
- Should any details change it is my responsibility to ensure school are aware of this

I give consent for school staff to change my child in line with their Intimate Care and Close Personal Contact Policy.

Parent/Carer's Name: _____

Parent /Carer's Signature: _____

Date: _____