



Intimate Care Policy

Approved by:	Safeguarding Committee	Date: 27 th February 2026
Next review due by:	February 2028	

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Bow School: Intimate Care Policy

All students at Bow School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of Bow School.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Supporting Students with Medical Needs Policy.

This policy supports the safeguarding and welfare requirements of the Disability Discrimination Act 2005. Bow School will ensure that:

- No student’s physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No student with a named condition that affects personal development will be discriminated against.
- No student who is delayed in achieving continence will be refused admission.

Intimate Care Tasks - Definition

Intimate care can be defined as an activity which meets the personal needs of a student and covers any tasks that involve dressing and undressing, washing - including intimate parts, helping someone use the toilet, changing nappies / continence pads or carrying out a procedure that requires direct or indirect contact to an intimate personal area. Other **acceptable physical contact** may include: co-active feeding, wiping or cleaning a student when he/she has finished or during a meal, moving a student’s head to gain eye contact, or to ensure that the student is in the best position to see/hear, wiping noses, wiping dribbling mouths, washing hands and faces, applying sun-tan lotion, strapping students into hoists and other acceptable constraints and giving a small hug to comfort and provide reassurance when the student is feeling distressed.

Best Practice

Dealing with body fluids –

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in the bins provided. When dealing with body fluids, staff will wear protective clothing (disposable plastic gloves and aprons) and wash hands etc thoroughly afterwards. If a student's clothes are soiled, then this will be dealt with accordingly to ensure that clean clothing is provided and changed. Students will be kept away from the affected area until the incident has been completely dealt with.

Staff will encourage students to do as much as independently as possible and students are asked to sign consent forms giving permission from the recipient of intimate care before providing intimate care (See Appendix A)

At all times the student will be treated with dignity and respect.

A log will be kept of when intimate care has been provided (**See Appendix A**) This will be completed on each occasion by the attending staff and monitored by the SENCO/Deputy SENCO who will be notified of any concerns. (See also Safeguarding)

Sexual arousal –

There may be occasions when there is an unavoidable and natural physical response to intimate care so as to suggest sexual arousal – notably in young male students. In such situations the adults may continue with the changing of nappies / continence pads unless the student indicates discomfort. In the circumstances, adults will wait until the student feels able to continue with the changing and dressing. Staff will be obliged to maintain reasonable proximity so as to ensure the student's safety – a vulnerable student will not be left alone e.g. holding onto a safety bar or reclining on a trolley-bed.

Catheters –

Catheters inserted into body cavities that become detached will not be re-inserted by staff. Parents/carers/guardians will be notified of such occurrences.

All staff will maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Partnership with Parents/Carers –

Staff at Bow School work in partnership with parents/carers to provide care **appropriate to the needs of the individual student** and together will produce a **care plan**. (**See Appendix B**)

Review of care plans-

Care plans will be reviewed at least annually either on anniversary or to coincide with the annual review of the EHCP where one exists. If, however, an Individual Health Care plan is in place the Intimate Care Plan should be reviewed in tandem this given the natural link between updates on health and medical matters which could affect procedures of intimate and personal care.

Through the intervening period, if changes in the general health of the student raise concern, the SENCO or Deputy SENCO will take matters forward as appropriate.

Safeguarding

All staff carrying out Intimate Care must have a current DBS check.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Safeguarding Team through the normal school referral systems and the SENCO.

Should a student become unhappy about being cared for by a particular member of staff, the SENCO will investigate and record any findings and course of necessary action.

If a student makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Appendix A: Intimate Care Policy: Care Plan for Intimate Care

Bow School Intimate Care Plan

Student name: DOB:	SEND Status Principal area of need
Parent/Carer/Guardian ! - Contact name: Relationship Contact number: 2 - Contact name: Relationship Contact number:	Allergies? Medical condition?
Name of Keyworker(s)	Health Care Plan in place?
Nature of intimate care & frequency	Are creams, lotions, etc routinely required on intimate body parts?

<p>Parents will supply:</p> <p>Spare clothes – as appropriate:- skirt, trousers, shirt, t-shirt, socks, underwear.</p> <p>Nappies / continent pads</p> <p>Creams, wipes</p> <p>Any other materials or products particular to the student?</p>	<p>Specialist equipment –</p> <p>Occasional use of hoist for transfer to / from wheelchair to:</p> <table border="1" data-bbox="868 445 1474 790"> <tr><td></td><td></td><td></td></tr> <tr><td>changing table</td><td></td><td></td></tr> <tr><td>shower</td><td></td><td></td></tr> <tr><td>toilet</td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>				changing table			shower			toilet					
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Date of this Intimate Care Plan	To be reviewed –
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<p>Parent / Carer / Guardian</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p> <p>Student (I give permission for one adult to change me and another to supervise)</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p>On behalf of Bow School</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
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Copy plans – Student file	<input type="checkbox"/>	Parent/Carer/Guardian	<input type="checkbox"/>
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Appendix B: Intimate Care Policy – Intimate Care Log

Date	Student	Adults attending	Room	Personal care	Specialist equipment used	Comments and referrals
				eg emptied bag, changed nappy	eg hoist	blood noticed in urine, referred to SENCO/Deputy SENCO – parents notified