Kew Green Preparatory School

Intimate Care Policy

Introduction

Kew Green Preparatory School (KGPS) is aware that some pupils may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our pupils are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all pupils who need support with personal care, including toileting and continence management. It will also clarify for pupils and their families the support they can expect from school.

Principles

KGPS respects our pupils and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our pupils are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

Before staff undertake any intimate care routines with children, they will always seek a child's consent and help the child to feel fully involved in the process.

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where pupils are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The pupil will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the WA may also be consulted. The care plan will be reviewed at least annually or sooner if the pupil's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a pupil. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a member of SLT and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care on CPOMS.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the pupil's behaviour or appearance will be documented and reported to the DSL, in line with the safeguarding policy.

Staff will communicate carefully with pupils to discuss their needs and preferences. Wherever possible the pupil's wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the pupil and their family as far as possible when undertaking personal care.

School will work with the pupil to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the pupil's wellbeing.

Directors' responsibilities

To ensure that sufficient staff are trained to meet the needs of their pupils.

The Directors will ensure that this policy is monitored and reviewed at least every three years.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

Pupil responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Related documentation

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When reading this policy please be aware of and refer to the following related documents:

- Safeguarding Policy and Procedures
- Low-Level Concerns Policy
- Medical Conditions Policy
- First aid policy
- Health and safety policy
- Guidance on Protected Characteristics in KCSIE and our Safeguarding Policy & Procedures

This policy was written by the DSL			
Latest review:	September 2025	By:	Amy Kinross, DDSL
Next review	September 2026	By:	DSL