

# St Joseph's Catholic Primary School



## Our Mission Statement


We grow together in God's Love as we Pray, Learn and Play

*"Dym ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"*

# INTIMATE CARE POLICY

## Article 16:

*You have the right to Privacy*

This Policy was approved by the Governing Body on	May 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:
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## Introduction

At St Joseph's Primary School, we believe in providing a safe and inclusive environment for all our pupils. This Intimate Care Policy is designed to outline our procedures and expectations when it comes to supporting pupils with intimate care needs. By adhering to this policy, we aim to ensure the dignity, privacy, and wellbeing of our pupils while promoting equality and inclusion.

The purpose of this policy is to ensure that intimate care is carried out in a respectful, inclusive, and child-centred manner, promoting the dignity and privacy of our pupils. It aims to provide clear guidelines to staff, parents/guardians, and other stakeholders involved in supporting pupils with intimate care needs.

## Aims and Objectives

Our Intimate Care Policy aims to:

1. Ensure that all pupils who require intimate care receive appropriate support in a sensitive and respectful manner.
2. Promote an inclusive and supportive environment where pupils with intimate care needs can thrive.
3. Foster positive relationships and effective communication between staff, pupils, parents/carers, and external agencies involved in supporting the pupil's intimate care needs.
4. Provide relevant training and support to staff members involved in providing intimate care.
5. Safeguard the welfare and rights of both the pupil requiring intimate care and the staff members involved.

## Legal Framework and Best Practice

At St Joseph's Primary School, we base our Intimate Care Policy on the following legal frameworks and best practices:

- The Equality Act 2010: Ensuring equality, non-discrimination, and reasonable adjustments for pupils with intimate care needs.
- The Children Act 1989 and 2004: Safeguarding and promoting the welfare of children.
- Additional Learning Needs and Education Tribunal (Wales) Act 2018
- The Education Act 2002: Safeguarding the welfare of all pupils in the school.
- The 2022 Curriculum for Wales: Integrating inclusive practices throughout the curriculum.
- The Care Inspectorate Wales/Estyn's guidelines and recommendations on intimate care provision.

## Definitions

To ensure clarity throughout this policy, the following definitions are used:

- **Intimate care:** Any assistance or support required in relation to personal hygiene, toileting, managing menstrual needs, and dressing/undressing.
- **Intimate care needs:** Specific assistance required by an individual pupil due to a physical or medical condition, disability, or additional support needs.

# ROLES AND RESPONSIBILITIES

## The Governing Body

The Governing Body will:

- Ensure that the school has appropriate policies, procedures, and resources in place to support pupils with intimate care needs.
- Monitor the implementation and effectiveness of the Intimate Care Policy.
- Allocate sufficient budget and resources to meet the intimate care requirements of the pupils.

## **The Headteacher**

The Headteacher will:

- Ensure that the Intimate Care Policy is implemented consistently and effectively throughout the school.
- Appoint a designated member of staff to oversee and coordinate the provision of intimate care.
- Ensure that all staff members involved in providing intimate care are appropriately trained and supported.

## **The Intimate Care Coordinator – ALNCo**

The Intimate Care Coordinator will:

- Coordinate the provision of intimate care for pupils across the school.
- Maintain a register of pupils who require intimate care and ensure that their care plans are regularly updated.
- Liaise with parents/carers, external agencies, and staff members to ensure effective communication and collaboration and the effective implementation of intimate care plans
- Undertake a comprehensive risk assessment to ensure the appropriate facilities and resources are in place to support each pupil's intimate care requirements.
- Provide guidance, training, and support to staff members involved in intimate care provision. Ensure that relevant risk assessments are undertaken.
- Monitor the quality and effectiveness of intimate care provision and making recommendations for improvement.

## **Staff Members**

Staff members will:

- Treat pupils requiring intimate care with dignity, respect, and sensitivity.
- Follow the care plans and procedures specified for each pupil's intimate care needs.
- Report any concerns or incidents related to intimate care promptly to the ALNCo or SMT
- Maintain open and respectful communication channels with parents/guardians regarding their child's intimate care needs
- Appropriate cover is ensured in the event of staff absence, to maintain continuity and consistency in intimate care provision.
- Ensure handovers and exchange of relevant information take place between staff members to ensure the essential details are shared.

## **Parents/Carers**

Prior to a pupil joining our school, parents/guardians and relevant professionals are invited to discuss their child's intimate care needs with the Early Years Team and/or ALNCo

In addition, Parents/carers will:

- Provide the school with accurate and up-to-date information regarding their child's intimate care needs.
- Collaborate with the school in developing and reviewing their child's intimate care plan.
- Inform the school promptly about any changes in their child's intimate care requirements.

## **Pupils**

Pupils will:

- Respect their own privacy and independence in matters related to their intimate care.
- Communicate their needs and preferences regarding intimate care to relevant staff members.
- Report any concerns or discomfort related to intimate care to a trusted adult.

Pupils are encouraged to be involved in their own intimate care routine to the extent appropriate to their age and capabilities.

## **Training and Support**

Training and support will be provided to staff members involved in providing intimate care. This will include:

- Specific training on the school's Intimate Care Policy, procedures, and best practices.
- Awareness-raising sessions on equality, inclusion, and diversity.
- Regular updates and refresher training on relevant legislation and guidelines.

## **Confidentiality and Record-Keeping**

All information related to a pupil's intimate care will be treated confidentially and stored securely. The school will adhere to data protection laws and policies when handling such information.

The school will maintain detailed records of any intimate care provided, including dates, times, and staff members involved. These records will be securely stored and accessible only to authorised personnel.

## **Review and Monitoring**

This Intimate Care Policy will be reviewed annually to ensure its continued effectiveness and compliance with legal requirements. Any necessary changes or updates will be made in consultation with staff, parents/carers, and relevant stakeholders.