OUR LADY & ST OSWALD'S
CATHOLIC PRIMARY SCHOOL

"I came so that they might have life and have it more abundantly."
John 10:10

Intimate Care Policy

Academic year 2026 to 2027

Document control	Details
Status	Review draft for authorised approval — not yet in force
Version and reference	2.0 | OLSO-POL-CARE
Prepared and guidance checked	2 October 2026
Policy owner	Conor Meehan Headteacher with Charlotte Woodward SENDCo and Early Years lead
Accountability and approval	Our Lady Help of Christians Catholic Academy Trust; approval under the current Scheme of Delegation
Approval and effective date	To be recorded following authorised approval
Next planned review	September 2027 or sooner following material change

This policy explains how adults provide personal care safely, respectfully and consistently, including toileting, continence, changing, washing and clinically agreed care. It applies across Nursery to Year 6, school-run provision and visits. Individual needs, dignity and safeguarding determine the arrangements.

Our promises: We Are Kind • We Make Safe Choices • We Try Our Best

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Purpose and entitlement

Provide necessary personal and intimate care safely, respectfully and with as much independence as possible. This covers toileting, continence, washing, changing and agreed personal care in school, Nursery, wraparound provision and visits. A pupil is not routinely excluded or required to wait for a parent because they need help. Dignity, privacy and safeguarding apply to every child.

Leadership and competent adults

Conor Meehan ensures appropriate staffing, resources, checks and cover. Charlotte Woodward coordinates care planning with families and relevant professionals; Libby Dyke supports medical training and arrangements. Only appropriately checked, authorised and competent adults undertake care. Clinical procedures and moving or handling tasks require specific training and instructions; do not improvise because an adult holds a first-aid certificate.

Plan regular or complex care

Agree a written plan with the family, pupil as appropriate and relevant professionals. Record what help is needed, communication and assent, independence goals, equipment, hygiene, location, privacy, named adults and cover, medical instructions, recording and emergency action. Review at least annually and after a change or incident. Connect the plan with the ASP or IHP without duplicating or contradicting them.

Consider the pupil's preferences, including the sex of a carer where relevant, and make reasonable practical arrangements. Assess whether one or two adults are needed for the actual task and risks; there is no blanket requirement for two adults for every care episode. A second adult requirement must be resourced, not assumed.

Prepare the environment

Use the agreed accessible, private and hygienic space. Tell an appropriate colleague where care is taking place and how help can be summoned, while protecting the pupil's privacy. Keep necessary equipment, clothing, PPE and disposal arrangements ready. Privacy does not mean unobserved isolation from all available assistance. Plan suitable facilities and staff cover before visits or a new provision opens.

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During care

Explain what will happen in the child's usual communication method, seek assent and allow time. Encourage the child to do what they can independently; use the least intrusive necessary help. Follow handwashing, PPE, cleaning, clinical-waste and moving or handling procedures. Avoid unnecessary exposure and respect privacy throughout.

If the pupil is distressed or refuses, pause where safe, check the reason, adjust communication and seek a trusted adult or senior or clinical advice. Do not force care for convenience. Assess immediate welfare and medical risk and record the decision. Agreed necessary care after an unexpected accident need not be delayed solely because a routine form has not yet been signed; contact parents promptly.

Safeguarding concerns

Report unusual injuries, concerning behaviour, a disclosure or an unexplained change directly to the DSL. Record objective observations and the child's words; do not investigate, examine an intimate injury or photograph it. Personal devices must not be used during care.

Concerns about an adult go immediately to the Headteacher, or to the Chair/Trust route if they concern the Headteacher; use the LADO or emergency route where needed. Follow Safeguarding without waiting for a care-plan review. Listen to the child and preserve safety and dignity.

Record and communicate

Complete the approved confidential care log with pupil, date/time, adult, care given, relevant change or refusal, action and parent communication. Notify parents of unexpected accidents or significant changes the same day. Record clinical care in the medical tracker where required and safeguarding concerns on CPOMS; cross-reference rather than duplicate sensitive detail unnecessarily. Share only what staff need for safe care.

Required procedures and review

Appendix A sets out the care-plan and minimum-record fields and is required when arranging or delivering care. Read with Safeguarding, Medical Conditions, Allergy Safety, SEND, Accessibility, Visits, Health and Safety and Confidentiality. The Headteacher reviews provision, staff competence, privacy, pupil experience and incidents at least annually and after relevant change. Families can raise concerns through the class teacher, SENDCo or Trust Complaints Procedure.

Appendix A Care planning and recording

Required for the SENDCo, care staff and relevant medical staff when agreeing care and recording each episode.

Care plan and record fields

Plan field	Agreement to record
Pupil and communication	Name, class, communication, preferences, signs of distress and what helps.
Care need and routine	Type of care, expected frequency, child's independence, assistance and clinical instructions.
Adults and cover	Named authorised carers, training/competence, cover and whether a second adult is needed and why.
Place and equipment	Facility, privacy, emergency assistance, hygiene/PPE, supplies, handling and equipment assessment.
Consent and family liaison	Parental agreement, child's involvement, notification route and unexpected-care arrangements.
Linked plans and records	IHP/action plan, ASP/EHCP and risk assessment where relevant; secure care record location.
Review and signatures	Pupil/family views, school and clinical participants where required, review date and changes triggering review.

Minimum care log

Pupil • date/time • care provided • adult and additional adult if required • significant observation/refusal/change • action or advice • family notification • safeguarding/medical record reference where relevant. Keep entries factual and proportionate. Completed logs are confidential.

Appendix B Sources and linked policies

Reference for the policy owner and approving body.

Linked policies and review

Read this policy alongside Child Protection and Safeguarding; Supporting Pupils with Medical Conditions and Medicines; Pupil Allergy Safety; Health and Safety and infection-control arrangements; SEND and SEN Information Report; Accessibility Policy and Plan; ASPs and EHCPs; Educational Visits and Outdoor Learning; Behaviour for Learning; Confidentiality and Information Sharing; Trust Staff Code of Conduct and Data Protection procedures. The Trust framework governs employment, complaints and data protection. This policy sets out the school's local implementation; it does not alter the Trust's legal accountability or statutory rights.

The owner checks actual arrangements and staff competence before issue. The authorised approving body records the approval and effective date; staff are briefed and parents receive accessible information where relevant. Review annually and earlier following a significant incident, changed needs, personnel, provision or guidance. Companion review drafts retain their own approval status. Urgent protective action does not wait for policy approval.

Source register

Public sources checked on 2 October 2026. Statutory guidance, non-statutory advice and school choices have different status. Publication-page links allow later editions to be checked. Local arrangements derive from the supplied policies and the Headteacher's school context; the accompanying audit identifies facts requiring confirmation.

Keeping children safe in education 2026

DfE statutory guidance in force from 1 September 2026

Early years foundation stage statutory framework

Group and school-based providers version in force from 1 September 2026

Supporting pupils at school with medical conditions

DfE statutory guidance December 2015 publication page updated August 2017

Restrictive interventions including use of reasonable force in schools

DfE guidance effective from 1 April 2026 including statutory recording and reporting provisions

Information Sharing Duty

DfE statutory guidance September 2026 and Children Act 2004 section 16LA duty in force from 30 September 2026

Trust sources: OLHOC Personnel Policies 2025–26 and Statutory Policy Handbook 2025–26, supplied September 2025 editions with September 2026 review dates. Confirm the current editions and Scheme of Delegation. School sources include Our Vision, Values and Aims 2.0, Behaviour for Learning, Attendance and Punctuality, SEND and ASP arrangements, and the recent Mathematics, Uniform, Accessibility and SEMH drafts where relevant.