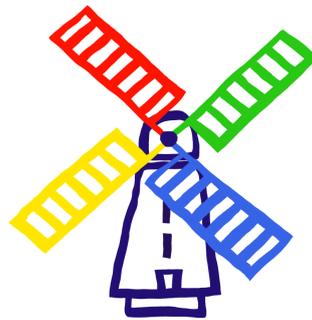




# Intimate Care Policy

Unity  
Trust  
Courage  
Curiosity  
Respect  
Kindness



A community for learning. Raising expectations. Fulfilling high standards.

Headteacher: Mrs Gemma Hillier  
Policy Review Date: September 2025



### CONTENTS

1. Aims
  2. Legislation and statutory guidance
  3. Role of parents
  4. Role of Staff
  5. Intimate care procedures
  6. Monitoring arrangements
  7. Links with other policies
- Appendix 1: template intimate care plan
- Appendix 2: template parent/carer consent form



### 1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

### 2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

### 3. Role of parents

#### 3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to fill in a care plan and sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below). Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought verbally before performing any intimate care procedure where possible. If parents are uncontactable, the procedure will continue to safeguard the child. Subsequently, the parent will be asked to complete the parental consent form in case of future needs.

#### 3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (if appropriate) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.



Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

### 3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

## **4. Role of staff**

### 4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes LSAs and Pre-School Staff.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

### 4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

## **5. Intimate care procedures**

### 5.1 How procedures will happen



Where possible, the school will have 2 staff members present. One will perform the intimate care procedure, one will witness. If only one staff member is available, a verbal report of the procedure will be given to another member of staff, who will confirm that the procedure has taken place appropriately and safeguarded the child. The procedure will be reported to parents at the end of the day, or when appropriate depending on the actual procedure. For example;

- Nappy change - report at the end of the day
- Full change of clothes and wash down due to soiling - report immediately after the procedure has occurred.

Staff are limited to the intimate care plan restrictions for that child, unless in the case of an emergency, when staff are within their right to put the needs of the child first, gaining consent from the parent. Whereby the parent refuses intimate care at the detriment of the child, it will be reported to the Designated Safeguarding Lead (Headteacher) and added to CPOMS.

Procedures will be carried out in the Pre-School classroom, Early Years & Key Stage 1 Toilets, disabled toilet or the Medical Room.

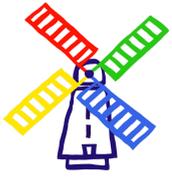
When carrying out procedures, the school will provide staff with:

- Protective gloves
- Disposable apron
- Wet wipes
- Anti-bacterial spray to clean the area
- Anti-bacterial & anti-viral hand soap
- Changing mat
- Nappy sacks
- Human waste bin

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

### 5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this via CPOMS and to one of the Safeguarding Leads.



If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Headteacher or other Safeguarding Lead and report via CPOMS. A written report will be issued to the parent of said child immediately via email.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

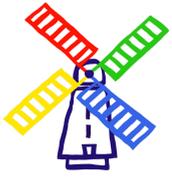
### **6. Monitoring arrangements**

This policy will be reviewed every 2 years by the Headteacher, Mrs Gemma Hillier. At every review, the Board may, at its discretion, delegate approval to an individual governor; e.g. Safeguarding/H&S/SEND governor, Chair.

### **7. Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN
- Supporting pupils with medical conditions



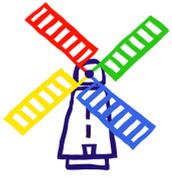
### Appendix 1: Template Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
Other specific requirements for the child	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed twice a year.

Next review date:

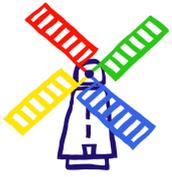
To be reviewed by:



### Appendix 2: template parent/carer consent form

#### PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
I <b>do not</b> give consent for my child to be given intimate care without contacting me first (e.g. to be washed and changed if they have a toileting accident). However, I understand that if the school cannot reach me or my emergency contact and if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	



# Widmer End Community Combined School & Pre-School

## Intimate Care Policy

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### PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Date	