Intimate Care Policy

Date Plan Agreed by the Full Governing Body

Monday 5th October 2026

Date of Next Review

October 2027

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Procedures for intimate care
5. Parental engagement
6. Safeguarding procedures
7. Monitoring and review

Appendices

A. Home-School Agreement
B. Intimate Care Parental Consent Form
C. Toilet Introduction Procedures
D. Record of Changing

Statement of intent

Throston Primary School understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE (2026) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Health and Safety Policy
- Discipline Policy & Procedure

2. Definitions

For the purpose of this policy, **"intimate care"** is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

3. Roles and responsibilities

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Ensuring that the intimate care of all children is carefully planned, including the creation of individual plans following discussions with the parent and the child, with input from the SENCO.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.

- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.
- Organising training for the provision of intimate care.

All members of staff who provide intimate care are responsible for:

- Undergoing training for the provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

4. Procedures for intimate care

Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

No child will knowingly be left in wet/soiled clothing or nappies.

Each child using nappies will have a clearly labelled bag in which there will be clean nappies, wipes and any other individual changing equipment necessary.

Before changing a child's nappy, members of staff will put on disposable gloves and aprons (if appropriate), and the changing area will be cleaned appropriately.

The changing areas are warm and comfortable for the children and are private from others.

Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use.

The changing areas have hot air dryers and/or paper towels available for members of staff to dry their hands.

Any soiled clothing will be placed in a tied plastic bag in the child's personal bag and will be returned to parents at the end of the school day.

Any used nappies will be placed in the school's nappy bins, which are professionally disposed of.

Any bodily fluids that transfer onto the changing area will be cleaned appropriately.

Staff will note the name of the child, the date and time and sign the form kept in the room.

If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Supporting Pupils with Medical Conditions Policy, and full parental consent will be gained.

Older children and those who are ready will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

5. Parental engagement

The school will liaise closely with parents to establish individual intimate care plans for a child attending school in nappies or an older child who needs additional support with toileting. This will set out the following:

- What care is required
- Any additional equipment needed
- The child's communication needs and preferences, e.g. visual/verbal, and the terminology used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

The information concerning the child's intimate care plan will be stored confidentially.

Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.

Parents are required to sign the agreement before any intimate care can be given. If no parental consent has been given and the child requires intimate care, parents will be contacted by phone in order to gain consent.

Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.

Parents will be asked to supply the following items for their child's individual bag:

- Spare nappies
- Wipes, creams, nappy sacks, etc.
- Spare clothing
- Spare underwear

6. Safeguarding procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check, which includes barred list information, enabling them to work with children.

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy.

7. Monitoring and review

This policy will be reviewed annually by the headteacher and DSL, who will make any changes necessary and communicate these to all members of staff.

The next scheduled review date is Autumn 2027.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

APPENDIX A

INTIMATE CARE HOME SCHOOL AGREEMENT

The parent/carer

- I have read Throston Primary School's Intimate Care Policy. I understand and agree to the procedures that will be followed when my child is changed at school
- I agree to provide, if requested by school, a bag with spare clothes, wipes and nappy bags and a suitable number of nappies (if used).
- If my child is still in nappies all the time, I agree to ensure that my child is changed at the latest possible time before being brought into the school setting.
- I agree to inform the school should my child have any marks/rash or if I have any concerns.

The school

- We agree to change the child should the child soil themselves or become wet.
- We agree to inform parents/carers at collection time.
- We agree to report should the child become distressed, or if marks/rashes are seen.

Signed _____ (parent/carer) Date_____

Signed _____ (staff) Date_____

APPENDIX B

Intimate Care Parental Consent Form

This form is to be completed for all children in nappies and those who regularly soil or become wet.

Name of child		**Date of birth**	
Name of class teacher		**Class**	

Care requirements, including frequency:

What level of assistance is needed, e.g. undressing, hand washing, dressing
Consider:

- *if support towards independence is helpful, e.g.reminders and/or rewards*
- *child's communication needs and preferences, e.g. visual/verbal, and the terminology used for parts of the body and bodily functions*
- *family/cultural customs/religious needs*
- *additional resources needed, e.g. toilet seat, step*

Where will the intimate care be carried out?

Early Years toilet area	☐	*KS1 disabled toilet*	☐
Early Years changing room	☐	*KS2 changing area*	☐

What equipment/resources will be required?

Gloves and aprons (provided by school)
Nappies, nappy sacks, wipes, underwear (provided by parents/carers)

What infection control procedures are in place?

Staff wear disposal gloves and aprons
The changing mat/bed is cleaned after use
Hot water and soap is available for use before and after
Hot air dryer and/or paper towels are available for drying hands

What disposal procedures are in place?

Nappy bins are professionally emptied

What actions will be taken if any concerns arise?

Parents to raise any concerns with school as soon as they arise
Staff will follow the school's safeguarding policy and report to the Designated Safeguarding Lead immediately

What do parents need to provide?
A clearly labelled bag for their child containing : • *Spare nappies* • *Wipes, creams, nappy sacks, etc.* • *Spare clothing* • *Spare underwear*

I have read the Intimate Care Policy provided by Throston Primary School and I agree to the intimate care plan outlined above:

Signature of parent		**Date**	
Signature of staff member completing this form		**Date**	
Signature of EYFS lead		**Date**	

APPENDIX C

Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and can alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will observe the child to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Not insist the child uses the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

APPENDIX D

Record of changing

Initials of child	Class	Date	Time	Wet/soiled	Signature