



Intimate Care Policy

Safeguarding

Policy Author	Hannah Denning
Date	Dec 2025
Next Review Date	Dec 2029
Approved and Authorised By	SLT
Statutory	No
On school website	Yes
Rationale	Part of Keeping Children Safe in Education
Main updates since last policy	
This policy has been impact assessed against race, gender and disability and no adverse impact has been identified	

Intimate Care Policy

Introduction:

Wessex Primary School is committed to ensuring that all staff responsible for intimate care of children, will undertake their duties in a professional manner at all times. This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. If a child is in distress, and needs parental support, parents will be invited in to school.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition:

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned. All staff involved in intimate care routines will have been police checked and will receive appropriate training to carry out this aspect of their work.
- Parents will receive a copy of the school's Intimate Care Policy and will be offered an opportunity to discuss their child's needs with an appropriate member of staff. Parents will need to sign an Intimate Care agreement (see Appendix 1).
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and are fully aware of best practice. Children who need special arrangements following an assessment from physiotherapist / occupational therapist will have the necessary support as is required.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences. If a child does not allow support of their intimate care needs, a parent/carer will be requested to come into school to help support.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual intimate care plans will be drawn up for any pupil requiring regular intimate care. These will be drawn up through discussion with parents, staff and the school nurse (Appendix 3)
- 2 adults MUST be present when a child is changed.
- Intimate care arrangements will be discussed with parents/carers on a termly basis and recorded on the care plan.
- The needs and wishes of children and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information will be treated as confidential and communicated in person, via telephone or by sealed letter (not via the home school diary).

Child Protection:

The Governors and staff of Wessex School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up as quickly as is possible and disposed of safely by (*Sumit Hygiene for sanitary / nappy bins, Site manager or a member of staff*). When dealing with body fluids, staff to wear protective clothing (disposal plastic gloves, plastic apron) and sanitise their hands afterwards.

Soiled children's clothing will be bagged to go home, and will not be rinsed by staff. Staff must ensure children will be kept away from the affected area until the incident has been dealt with. All staff must maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

The Parent agrees to:

- Ensure that the child is changed at the latest possible time before being brought to the setting/school.
- Provide the setting/school with spare nappies and a change of clothing.
- Understand and agree the procedures that will be followed when their child is changed at school, which includes the use of any cleanser or the application of any cream.
- Inform the setting/school should the child have any marks/rash.
- A 'minimum change' policy i.e.: the setting/school would not undertake to change the child more frequently than if she/he were at home.
- Review arrangements should this be necessary.
- Should the soiling be of a nature that constitutes a health and safety concern for the child, the staff or other children, the parent will be required to collect, shower and return to school as soon as possible.

The School agrees to:

- Change the child during a single session should the child soil themselves or become uncomfortably wet.
- Decide how often the child would be changed should the child be staying for the full day.
- Monitor the number of times the child is changed in order to identify progress made.
- Report any incidences, should the child be distressed, or if marks/rashes are seen.
- Review arrangements should this be necessary.
- Make reasonable adjustments to enable the child to attend school.
- Clean the child prior to collection for further cleaning, and ensure he/she is not disturbed in any way.
- The purpose of this agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs.

- Nappy/soiled underwear changing is undertaken in a toilet or on the changing mat.
- Parents/carers are informed of all nappy changes/soiling accidents.
- The changing mat must be cleaned using anti-bacterial cleaner prior to any changing.
- Soiled nappies to be placed in waste disposal bags which can be securely sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. Staff should be aware of the school's Health and Safety Policy.
- Any soiled clothes to be sent home in separate waste disposal bags.
- All cleaning wipes to be placed in waste bags for disposal.
- Both staff member and the child must wash their hands after a change of nappy/clothing.
- Changing area/mat should be thoroughly cleaned using anti-bacterial spray and cleaning cloths.

Intimate Care Plan

Where regular intimate care is required an intimate care plan (appendix 3) will be drawn up outlining the procedures to be used with the individual pupil. Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (where 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 considered. 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.

Guidance on Intimate Care

Lack of toilet training should not be a barrier for children attending Early Year's settings and schools.

The Disability Discrimination Act makes specific requirements regarding children with disabilities/additional needs, which has implications for our practice for all children.

The Disability Discrimination Act makes it clear that:

- If a child cannot be toilet trained in time for starting Reception, because of a disability/additional need, the setting has a duty to look into the situation and consider how they can make 'reasonable adjustments' to enable the child to attend. This means they have to think about what can be done within the setting to allow the child to be changed when necessary and for a toilet training programme to be supported as and when appropriate.
- The setting also has a legal duty to anticipate adjustments to accommodate disabilities/additional needs and not simply to respond to them on arrival.
- There must be no 'blanket policies' in any setting, e.g. "We don't take children unless they are toilet trained/we don't take children in nappies".

Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required girls will be provided with sanitary towels and treated sensitively.



Intimate Care Agreement

Dear Parents

I am writing to you regarding your child’s need for support with intimate care routines. We have drawn up the attached guidelines below, to ensure that your child’s needs are met in a professional and dignified manner at all times.

Please sign and return the slip below to show you have read the guidelines.

Yours sincerely

Headteacher

Intimate Care Agreement

Child’s Name _____ D.O.B. _____

Child’s Class _____

I / We the parents of the above-named child:

- 1) Have read and understood Wessex Primary School’s Intimate Care Policy.
- 2) Give permission for my child to be changed at school by an adult.
- 3) Understand there will always be two adults present when a change is needed.
- 4) Will provide the school with a change of clothes.
- 5) Shall inform the school immediately if there is a change in medical requirements of my child.
- 6) Attend a review meeting to revisit a care plan if in place.

Parent / Carers Signature: _____

Parents / Carers Name: _____

Date: _____

Headteacher: _____

Date: _____



Record of Intimate Care Intervention

To be completed if Intimate Care has been needed for a child **not on** a Care plan

Child's Name _____ Child's Class _____

Name of staff involved _____

Date _____ Time _____

Procedure

Signature _____

Second Signature _____

Intimate Care Plan

For pupils who need regular support with toileting, washing and/or changing.

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	
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	
Relationship to child	
Signature of parent or carer	
Date	
CHILD – TO BE COMPLETED IF APPROPRIATE	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date: _____

To be reviewed by: _____