

Intimate Care Policy

September 2026

Approved by Governors		Date:
Last reviewed	Date: September 2026	
Next Review	Date: September 2027	

Broadstone Hall Primary school is committed to safeguarding and promoting the welfare of children and young people. All staff responsible for intimate care of children will undertake their duties in a professional manner at all times. Intimate care is any care which involves supervising, washing, touching or cleaning up after a child has soiled/wet themselves. Additional toileting plans may be appropriate for children with complex medical needs. It is expected that most children should be able to carry out personal care tasks for themselves. This policy has been written for those children who are unable to carry out personal care tasks and has been developed to safeguard all stakeholders. It applies to everyone involved in the intimate care of children. Families are encouraged to ensure that their child is continent before admission to school (unless the child has additional needs). Families must inform the school if a child is not fully toilet trained before starting school, after which additional meetings may be arranged to discuss the child's needs.

Aims

- To provide guidance and reassurance to stakeholders.
- To safeguard the dignity, rights and wellbeing of children.
- To assure families that staff are knowledgeable about intimate care and that their individual needs and concerns are considered.

Responsibility

Staff:

Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should (where possible) be carried out by an assigned member of staff. The following steps will be taken:

- Alert another member of staff.
- Escort the child to a changing area i.e. designated toilet area.
- Collect equipment and clothes.
- Adult(s) to wash hands before and after and wear gloves.
- Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
- Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin.
- Adult(s) to support child to change into clean clothing, wash their hands and return to class.
- Area to be cleaned and disinfected by adult(s) before returning to class.
- All intimate care incidents are recorded on our smart log medical tracker on the iPad. This ensures parents are notified of any intimate care incidents that have taken place immediately.

Families:

Much of the information required to make the process of intimate care as comfortable as possible is available from families. Families should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. Exchanging information is essential through face-to-face, telephone or written correspondence. Medical needs which require individual toileting plans are co-developed with families and the school nurse as appropriate.

Broadstone Hall expects:

• Families will discuss any specific concerns about their child's toileting needs with staff.

• Families accept that on occasions their child may need to be collected from school as the school has **NO** facilities to wash or shower a child if this is required.

• Families will provide baby wipes and changes of clothing for any child which may need intimate care during the school day.

Safeguarding and Child Protection

• Safeguarding is paramount and child protection procedures will be adhered to at all times.

• Staff will work in pairs.

• The needs and wishes of children and families will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.

• If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised safeguarding procedures should be followed.

• If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded.

• Families will be notified via smart log medical tracker on the iPad

Special Educational Needs

The school recognises that some children may arrive at school with under developed toilet training skills. Families are supported to address this need effectively and where necessary for medical needs, plans are co-produced. If a child's toileting needs are substantially different than those expected of a child their age, an individual toileting plan will be agreed with families. If there is no progress over a long period of time, the school will seek further support, e.g. at TAS (team around the school) or medical referral. The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

Other linked policies:

- Safeguarding
- Medical Needs
- SEND