

Intimate Care Policy

Version Control

Version	Revision Date	Revised By	Section Revised
V1	September 2026	Sarah Fletcher	Whole policy
Next Revision Date:	September 2027 or sooner if legislation changes		



Safeguarding Statement

At Town Field Primary School, we are committed to safeguarding and promoting the welfare, dignity, health, safety and independence of all pupils. We recognise that some children may require support with intimate care due to age, developmental stage, disability, medical needs, SEND, continence difficulties or temporary injury.

The school is committed to ensuring that intimate care is carried out:

- Safely and respectfully.
- In a manner that protects the dignity and privacy of the child.
- In partnership with parents and carers.
- In accordance with safeguarding requirements.
- In a way that promotes independence wherever possible.

No child will be excluded from educational activities due to intimate care needs.

The school expects all adults involved in intimate care to maintain the highest standards of professionalism, safeguarding and respect.

2. Aims

This policy aims to:

Safeguard pupils and staff.

Promote children's dignity, privacy and wellbeing.

Clarify roles and responsibilities.

Ensure consistency in intimate care practice.

Promote independence and personal development.

Establish effective communication between school and families.

Ensure all intimate care arrangements are appropriately planned and documented.

3. Definition of Intimate Care

Intimate care may include:

- Nappy changing.
- Toileting support.
- Cleaning a child who has soiled themselves.
- Menstrual care.
- Support with dressing and undressing.
- Supporting continence programmes.
- Assistance following accidents or medical procedures.

Intimate care does not include routine first aid or support with general personal organisation.

4. Principles

All intimate care arrangements will be based upon the following principles:

Dignity

Children will be treated with respect regardless of age or ability.

Privacy

Care will take place in designated areas that provide appropriate privacy whilst maintaining safeguarding standards.

Choice

Where appropriate, children will be offered choices and encouraged to communicate preferences.

Independence

Staff will encourage children to undertake any aspect of personal care they can manage independently.

Partnership

Parents and carers will be actively involved in planning and reviewing arrangements.

Safeguarding

All staff will remain vigilant and follow safeguarding procedures at all times.

5. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure appropriate policies are in place.
- Monitor safeguarding arrangements.
- Ensure pupils are supported appropriately.

Headteacher

The Headteacher will:

- Ensure implementation of this policy.
- Ensure appropriate staffing is available.
- Ensure concerns are managed appropriately.
- Monitor compliance.

SENDCo

The SENDCo will:

Coordinate intimate care planning where appropriate.
Monitor provision for pupils with additional needs.
Ensure plans are reviewed.
Liaise with external agencies where necessary.
Staff

Staff involved in intimate care must:

Follow agreed care plans.
Treat children respectfully.
Explain actions to children using appropriate communication methods.
Encourage independence.
Maintain confidentiality.
Complete required records.
Report safeguarding concerns immediately.
Parents and Carers

Parents and carers are expected to:

Work collaboratively with school.
Provide up-to-date information.
Supply agreed resources and spare clothing.
Inform school of any changes in circumstances.
Attend review meetings.
Sign intimate care plans.

6. Intimate Care Planning

An individual Intimate Care Plan will be developed when a child requires ongoing intimate care support.

The plan will include:

Child's personal details.
Communication methods.
Care requirements.
Medical information.
Equipment required.
Staffing arrangements.
Infection control procedures.
Independence targets.
Parent/carer consent.
Review arrangements.

Plans will be reviewed:

Annually as a minimum.
Following significant changes in need.
Following medical advice.
Following incidents or concerns.

7. Staffing Arrangements

The school will:

Identify named adults involved in intimate care.
Ensure staff are appropriately trained.
Respect the wishes of pupils wherever possible.
Ensure support arrangements are practical and safe.

Wherever possible, intimate care will be undertaken by familiar adults known to the child.

8. Health, Safety and Infection Control

Staff will:

Follow handwashing procedures.
Dispose of waste safely and hygienically.
Clean changing areas appropriately.
Report concerns regarding equipment immediately.

The school will provide:

Gloves.
Aprons.
Disposal facilities.
Cleaning materials.

9. Promoting Independence

The school recognises that independence is a key outcome.

Staff will:

Encourage pupils to complete tasks themselves where possible.
Provide graduated support.
Celebrate progress.
Use visual supports where appropriate.
Work closely with families and professionals to develop independence.

10. Record Keeping

The school will maintain:

Signed Intimate Care Plans.
Parent consent forms.
Risk assessments.
Medical guidance.
Training records where relevant.
Records of significant incidents.

11. Complaints

Any concerns regarding intimate care arrangements should be reported initially to the Headteacher.

Complaints will be dealt with in accordance with the school's Complaints Policy.

12. Monitoring and Review

The Headteacher and SENDCo will monitor implementation of this policy through:

Review of Intimate Care Plans.
Monitoring of training needs.
Feedback from families and staff.
Safeguarding monitoring.

This policy will be reviewed annually or sooner if legislation, guidance or school needs change.

