

Banks Road Primary School



Intimate Care Policy

Provenance/ Author	Person (s) Responsible	Version	Reviewers	Effective Date	Recommended Review Date	Distribution
Deputy Headteacher James Savage	Headteacher Jamie Wilson	V5	Governors	January 2026	January 2027	All Staff

1. Legislation and statutory guidance

This policy complies with the following legislation and statutory guidance:

- Equality Act 2010 – ensuring pupils who require intimate care are not discriminated against and that reasonable adjustments are made for pupils with disabilities.
- Keeping Children Safe in Education (DfE) – statutory safeguarding guidance for schools. This policy reflects the latest version of KCSIE (2025).
- Working Together to Safeguard Children (DfE) – inter-agency safeguarding guidance.
- Early Years Foundation Stage (EYFS) statutory framework – requirements for hygiene and changing facilities (where applicable).
- Health and Safety at Work Act 1974 – ensuring safe working practices for staff and pupils.
- Data Protection Act 2018 and UK GDPR – for handling personal information securely.

This policy should be read alongside the school's safeguarding and child protection policy, health and safety policy, and supporting pupils with medical conditions policy.

2. Roles and Responsibilities

Headteacher / Senior Leadership Team

- Ensure this policy is implemented and reviewed regularly.
- Make sure staff receive appropriate training in intimate care, safeguarding, and health & safety.
- Oversee the development and monitoring of individual intimate care plans.
- Act as a point of contact for parents/carers regarding intimate care concerns.

Designated Safeguarding Lead (DSL)

- Ensure all intimate care procedures comply with safeguarding requirements.
- Respond to any concerns or allegations related to intimate care.

Staff Providing Intimate Care

- Carry out intimate care in line with this policy and any agreed care plans.
- Maintain the dignity, privacy, and wellbeing of the child at all times.
- Report any safeguarding concerns immediately to the DSL.
- Record all intimate care episodes as required by the school's procedures (on CPOMS).

Parents/Carers

- Provide necessary items (e.g., nappies, wipes, spare clothing).
- Share relevant information about their child's needs.
- Sign consent forms and participate in creating/reviewing care plans.

3. Parental Consent and Care Plans

Parental Consent

- Parents/carers will be asked to sign a consent form for routine intimate care (e.g., toileting accidents, nappy changes).
- For pupils whose needs are more complex or require specific procedures, consent will be obtained as part of an individual intimate care plan.
- If consent is not in place and urgent care is needed, staff will act to ensure the child's comfort and dignity and inform parents/carers as soon as possible.

Individual Care Plans

- Where regular or specialist intimate care is required, an individual care plan will be agreed between the school, parents/carers, the child (where appropriate), and relevant health professionals.
- The plan will include:
 - Type of care required
 - Frequency and location
 - Equipment/resources needed and who provides them
 - Staff training requirements
 - Arrangements for trips and off-site activities
- Plans will be reviewed at least twice a year and updated whenever needs change.
- The child's preferences will be considered when creating care plans.

Communication

- The school will share relevant information with parents/carers to ensure consistency.
- Parents/carers are expected to inform the school of any changes that may affect intimate care (e.g., medical conditions, medication changes).

4. Privacy and Safeguarding

- Intimate care will always be carried out in a way that respects the child's dignity, privacy, and choice.
- Procedures will take place in a designated area that provides appropriate privacy while maintaining safeguarding standards.
- Staff will:
 - Inform another member of staff before providing intimate care.
 - Keep doors open as far as privacy allows or remain within earshot of others.
- Wherever possible, one member of staff will provide care, but a second adult should be aware that intimate care is taking place. Two staff will be present when:
 - A hoist or specialist equipment is used.
 - There is a known risk of false allegations.
 - The child's care plan specifies two adults.
- All staff providing intimate care will have an enhanced DBS check and appropriate training.
- Staff must report any concerns about physical changes (e.g., marks, bruises, soreness) immediately to the Designated Safeguarding Lead (DSL).
- Any allegations made by a child will be taken seriously and handled according to the school's safeguarding policy.
- If an allegation is made, the staff member will be removed from intimate care duties immediately pending investigation.
- Records of intimate care episodes will be kept securely on CPOMS, noting:
 - Date and time
 - Staff involved
 - Any observations (e.g., skin integrity)
- Staff behaviour must remain professional and open to scrutiny at all times.

Physical Comfort and Pupils in Distress

- Staff may offer comfort and reassurance to pupils in distress, including appropriate physical contact similar to that of a caring parent.
- Staff must remain self-aware to ensure contact is not intrusive or open to misinterpretation.
- If a pupil requires ongoing physical reassurance, staff should seek guidance from their line manager or DSL.

Physical Education and Skills Coaching

- Physical contact during PE or skills coaching should be:
 - Minimal and explained to the pupil beforehand.
 - Necessary for demonstrating techniques or ensuring safety.
- Staff should avoid situations that could be misinterpreted and consider alternatives where appropriate.

Changing Clothes

- Pupils are entitled to privacy when changing for PE or other activities.
- Supervision will be appropriate to safeguard pupils and prevent bullying, while respecting dignity.
- Where pupils are separated by gender, staff will supervise both groups or move between them discreetly.

5. Monitoring and Review

- This policy will be reviewed annually (or more frequently if required) by the Designated Safeguarding Lead and approved by the Governing Board.
- Individual intimate care plans will be reviewed at least twice a year and updated whenever a child's needs change.
- Monitoring will include:
 - Checking that staff follow procedures and record intimate care episodes correctly on CPOMS.
 - Ensuring training is up to date.
 - Reviewing any incidents or safeguarding concerns related to intimate care.
- The review process will consider feedback from staff, parents/carers, and pupils (where appropriate) to ensure the policy remains effective and child-centred.

6. Links to Other Policies

This policy should be read alongside the following school policies and procedures:

- **Child Protection and Safeguarding Policy** – for reporting concerns and allegations.
- **Health and Safety Policy** – for hygiene, PPE, and risk assessments.
- **Accessibility Plan** – for reasonable adjustments and inclusion.
- **SEND Policy** – for supporting pupils with additional needs.
- **Supporting Pupils with Medical Conditions Policy** – for care plans and medication.
- **PSHE Policy** – for education on personal hygiene and puberty.
- **Data Protection Policy** – for handling personal information securely.

7. Additional Detail

Menstrual Care

- Period products are available in two discreet locations:
 - A drawer in the disabled access toilet on the KS1 corridor for pupils to access independently.
 - The school office.
- Products available include sanitary towels, tampons, and period pants.
- Staff will:
 - Offer reassurance and practical support sensitively.

- Not assist with changing sanitary products unless this is part of an agreed intimate care plan for a pupil with specific needs.
- Age-appropriate education on puberty and menstrual hygiene will be provided through the PSHE curriculum.

Trips and Residential Visits

- Intimate care needs will be considered during planning for trips and residential visits.
- Care plans will include:
 - Arrangements for privacy and dignity off-site.
 - Staffing requirements and training.
 - Equipment and resources needed.
- Parents/carers will be consulted in advance to agree procedures for off-site care.

Hygiene and Safety

- All intimate care procedures will follow strict hygiene protocols, including:
 - Use of PPE (gloves, aprons, masks) for every procedure.
 - Cleaning and disinfecting changing areas and equipment after each use.
- Risk assessments will be completed for intimate care procedures, including manual handling where relevant.
- Staff will receive manual handling training if lifting or using specialist equipment (e.g., hoists) is required.
- All procedures will comply with the school's Health and Safety Policy.

Children Wearing Nappies

- Parents/carers must provide nappies and wipes; the school will provide PPE, disposal bins, and cleaning materials.
- Nappy changes will:
 - Take place in a designated area with appropriate privacy.
 - Follow strict hygiene protocols (PPE, cleaning, disposal).
- All soiled items will be double-bagged and disposed of in designated bins; soiled clothes will be sent home securely.

Health Care Plans

- For pupils requiring regular intimate care, a Health Care Plan will:
 - Detail procedures, frequency, and staff responsibilities.
 - Include risk assessments and manual handling requirements.
 - Be reviewed at least twice a year or when needs change.

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's last name:	
Child's first name:	
Male/Female/Other	
Date of birth:	
Parent/carer's name:	
Address:	

I understand that;

- I give permission to the school to provide appropriate intimate care as per Health Care Plan support to my child e.g. changing soiled clothing, washing and toileting.
- I will advise the Head teacher of any medical complaint my child may have which affects issues of intimate care

Name.....

Signature.....

Relationship to child.....

Date.....