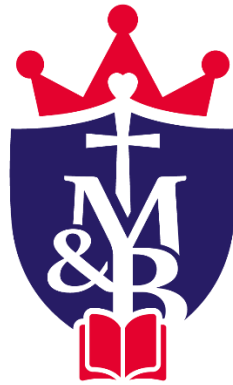


# Intimate Care POLICY



**St Mary's &  
St Benedict's**  
RC Primary School

Together in God's family, we grow in faith, knowledge & love to reach our full potential, and to become the people that we are created to be.

Policy Agreed: September 2026

Review Date: September 2027

# INTIMATE CARE POLICY

At St Mary's and St Benedict's RC Primary School we recognise that all children have the right to be safe, healthy, respected and treated with dignity.

We are committed to safeguarding and promoting the welfare of every child and understand that some children may require assistance with intimate care due to age, developmental stage, disability, special educational needs, medical needs, continence difficulties or temporary injury.

The school believes that intimate care must:

- safeguard the welfare of the child;
  - preserve dignity, privacy and respect;
  - promote independence wherever possible;
  - protect children from harm;
  - protect staff from misunderstanding or false allegations;
  - operate within a clear safeguarding framework;
  - support inclusion and equal access to education.
  - The welfare of the child is paramount in all circumstances.
- 

## 2. Policy Aims

This policy aims to:

- Provide clear procedures for intimate care.
  - Ensure compliance with current legislation and statutory guidance.
  - Safeguard pupils and staff.
  - Promote dignity, respect and inclusion.
  - Support children with SEND and medical needs.
  - Clarify expectations regarding record keeping and accountability.
  - Support effective partnership working with parents, carers and external agencies.
  - Demonstrate compliance during Ofsted inspections and safeguarding audits.
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## 3. Legal and Statutory Framework

This policy is informed by and should be read in conjunction with:

### Legislation

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Equality Act 2010
- Human Rights Act 1998
- Children and Families Act 2014
- Data Protection Act 2018
- UK GDPR
- Health and Safety at Work Act 1974

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## Statutory Guidance

- Early Years Foundation Stage Statutory Framework (September 2026)
- Keeping Children Safe in Education 2026
- SEND Code of Practice (0-25 years)
- Working Together to Safeguard Children
- Supporting Pupils at School with Medical Conditions

## Local Guidance

- Lancashire Safeguarding Children Partnership procedures
  - Lancashire County Council safeguarding guidance
  - Lancashire LADO procedures
- 

## 4. Relationship to Safeguarding

The school recognises that intimate care is a safeguarding activity.

Children who require intimate care may be more vulnerable because:

- they may require physical assistance from adults;
- they may have communication difficulties;
- they may have SEND;
- they may be less able to recognise inappropriate behaviour;
- they may rely on a smaller number of trusted adults.

Safeguarding considerations must therefore underpin all intimate care arrangements.

Any concern arising during intimate care must be treated as a safeguarding concern and reported immediately to the Designated Safeguarding Lead (DSL).

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## 5. Children with SEND

The school recognises the increased safeguarding vulnerability of some children with SEND.

In accordance with KCSIE 2026, staff understand that children with SEND:

- can face additional barriers when reporting abuse;
- may experience assumptions that indicators of abuse relate to their disability;
- may have communication difficulties;
- may require enhanced safeguarding support.

The school will ensure that intimate care arrangements:

- are person-centred;
  - are proportionate;
  - promote independence;
  - reflect identified needs;
  - are developed with parents and relevant professionals;
  - align with EHCPs and support plans where applicable.
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## 6. Equality and Inclusion

No child will be discriminated against because they require support with intimate care.

The school will make reasonable adjustments under the Equality Act 2010 and the SEND Code of Practice.

No pupil will be denied:

- admission;
- attendance;
- school trips;
- educational activities;
- enrichment opportunities;

because they require assistance with personal care.

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## 7. Definition of Intimate Care

Intimate care includes:

- toileting support;
- nappy changing;
- changing soiled clothing;
- washing intimate areas;
- menstrual care;
- continence support;
- catheter, stoma or medical care undertaken under an agreed healthcare plan;
- support dressing or undressing.

The school recognises that these activities involve personal and private care and therefore require particularly robust safeguarding arrangements.

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## 8. Core Principles for Intimate Care

All intimate care will be delivered according to the following principles.

### Dignity

Children will be treated respectfully and procedures will be explained in an age-appropriate way.

### Privacy

Privacy will be respected while ensuring safeguarding requirements are maintained.

### Participation

Children will be encouraged to participate in their own care and exercise choice wherever possible.

### Independence

Staff will actively promote the development of personal care skills and independence.

### Safety

Appropriate hygiene, supervision and safeguarding procedures will be followed at all times.

### Partnership

Parents and carers will be involved in decisions regarding ongoing intimate care arrangements.

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## 9. EYFS Requirements

For pupils in the Early Years Foundation Stage, the school will comply with the welfare and safeguarding requirements of the EYFS Statutory Framework effective 1<sup>st</sup> September 2026.

The school will:

- provide suitable changing facilities;
- ensure high standards of hygiene;
- maintain adequate supervision;
- support children's health and welfare;
- promote independence in self-care;
- ensure safeguarding arrangements remain effective;
- never refuse admission solely because a child is not toilet trained.

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## 10. GDPR and Confidentiality

All records relating to intimate care constitute personal data.

The school will:

- process information lawfully and fairly;
- maintain confidentiality;
- restrict access to those with legitimate safeguarding or educational responsibilities;
- store records securely;
- retain records in line with data retention requirements;
- share information only where lawful and necessary to safeguard the child.

Information sharing for safeguarding purposes will take precedence where a child is at risk of harm

## 11. Intimate Care procedures

### For those children who are toilet trained:-

- Children will be encouraged to go independently to the toilet
- An adult will only assist children when necessary and appropriate.
- Children will be encouraged to use toilet paper to wipe themselves
- Children will be encouraged to flush the toilet themselves.
- Children will be shown how to wash their hands and use soap appropriately.
- If a child has an accident (wet or soiled/through water play) and requires changing staff to complete a changing form (Appendix I) Parent/carer informed at the end of the day. Parent/Carers are required to sign the form. This form is then stored until it is added onto their online CPOMs record.

### For those children who are not yet toilet trained or who are still having 'accidents':-

- Parents/carers and staff member will complete SMSB Permission form together (Appendix II)
- Children will be changed in the toilet areas or nappy changing area as appropriate.
- A changing mat will be used, if appropriate and cleaned with anti-bacterial cleaner after each use.
- Disposable gloves and an apron will be used by all staff.
- Dirty nappies will be bagged in nappy sacks and then placed in the bin in the changing areas located in the bathroom areas. This will be emptied daily.
- All wet or soiled clothing will be wrapped in a nappy sack then a plastic bag and given to parents at the end of the session/day.

- A record will be kept of all nappy changes - Record any information on child's form (see Appendix) and uploaded onto online platform on Seesaw (online platform)

#### Nappy changing procedure steps

1. Wash hands
2. Put apron and gloves on
3. Put paper towel roll over changing mat.
4. Encourage child to walk up the steps and sit/lie down on the nappy changing mat. For non-mobile children staff to follow the manual handling procedures.
5. Change child. Nappies to be placed in a nappy bag and then into the bin. Any soiled clothing to also be placed in a nappy bag prior to sending home. If reusable nappies are provided by the parent we will dispose of the soiled elements as per a typical nappy change, and seal the reusable components in a wash bag (provided by the parent) to be taken home with the child for laundering.
6. Encourage child to sit up and walk down the steps in a safe manner.
7. Dispose of paper towel roll in the bin.
8. Remove gloves and apron. Place in bin.
9. Put on a new pair of gloves.
10. Clean nappy changing table with an antibacterial spray using paper towels. Dispose of paper towels in bin.
11. Remove gloves.
12. Record any information on child's form
13. Repeat steps 1 -11 for next nappy change.

#### Procedure for cleaning potties

1. Put apron and gloves on.
2. Empty contents of the potty into the toilet.
3. If necessary wipe any spray or spillages with antibacterial spray and paper towels.
4. Take potty to sink and rinse potty in warm water.
5. Spray potty with an antibacterial cleaner and use a paper towel to wipe the potty- wiping the outside of the potty first and then inside of the potty.
6. Dry potty using paper towels.
7. Place potty upside down on the shelf.
8. Dispose of paper towels in bin bag.
9. Remove apron and gloves and place in bin bag.
10. Tie bin bag and place in nappy changing area bin.
11. Wash hands.

#### Procedure for cleaning up of bodily fluids

1. vomit, blood, urine and faeces to be cleaned up immediately using 'sanitaire'.
2. Sanitaire kept in cleaning cupboard in the caretakers' office
3. Staff member dealing with bodily fluid to wear apron and gloves throughout.

4. Other staff members to ensure area is secured so that children cannot enter the area being cleaned.
5. Once area has been cleaned staff member to place all used sanitaire products and PPE in a bin liner and dispose of in the bin.
6. Staff member to wash dustpan and brush with a disinfectant.
7. Staff member to wash hands.

Date of Policy: 1st September 2026

Agreed by SLT: 1st September 2026

Date Review Due: September 2027 (or sooner if appropriate)

## Appendix I

### St Mary's and St Benedict's RC Primary School

#### Intimate Care Record of Change

Child's Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time: \_\_\_\_\_

Reason for Change (tick as appropriate):

☐ Wet clothes

☐ Soiled clothes

☐ Toilet accident

☐ Water play

Clothing Changed

- Any item(s) provided by School: \_\_\_\_\_

Staff Involved

Initial: \_\_\_\_\_

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#### Parent/Carer Acknowledgement Slip (to be kept in school)

Child's Name: \_\_\_\_\_

Date of Change: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I acknowledge that I have been informed that my child required an intimate care change at the setting.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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#### Parent/Carer Information (sent home)

Your child required assistance with changing their clothing today due to the reason indicated above. This care was provided in accordance with the setting's Intimate Care Policy.

Please ensure any borrowed clothing is washed and returned to School.

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I acknowledge that I have been informed that my child required an intimate care change at St Mary's and St Benedict's RC Primary School.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Intimate Care - Permission Form

Pupil's Personal Details

Full Name:

Date of Birth:

Parent/Carer name:

Address:

I understand that my child will start the day in a fresh, dry nappy/ pull-up.

I understand that the staffing structure allows for a scheduled nappy change unless there is necessity beforehand.

I understand that I will provide all nappies/pull-ups, wipes and spare clothes.

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I know that all staff will be involved in the intimate care of my child whilst at pre-school/School.

I give permission for St Mary's and St Benedicts RC Primary School to provide intimate care to my child.

(To include changing of nappies/ pull-ups and/or the changing of soiled/ wet clothing)

I will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:

Name:

Relationship to child:

Date:

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