

Intimate Care Policy

SS Peter and Paul's Catholic Primary School



Approved by: Governing Body

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1. Definition of Intimate Care

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management, care associated with medical conditions such as diabetes, as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of pupils involved in intimate self-care.

2. Aims

This policy aims to ensure that:

- The Governing Body and school leaders meet their statutory obligations under the Education Act 2002, Equalities Act 2010 and annually reviewed "Keeping Children Safe in Education."
- Intimate care is carried out properly by staff, in line with any agreed plans.

- The dignity, rights and wellbeing of children are safeguarded at all times.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010.
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are considered.
- Staff carrying out intimate care work do so within school policies.

3. Principles

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the annually updated Government guidance 'Keeping Children Safe in Education' to safeguard and promote the welfare of pupils at this school.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the school's policies including;

- Child protection and safeguarding
- Accessibility plan
- Staff code of conduct
- Whistleblowing policy
- COVID-19
- Health and safety
- SEND
- Supporting pupils with medical conditions

➤ Early Years Foundation Stage Policy

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

Where pupils with complex and/or long-term health conditions have a health care plan in place, the plan should, where relevant, consider the principles and best practice guidance in this intimate care policy.

All staff undertaking intimate care must be given appropriate training.

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

4. Child Focused Principles of Intimate Care

The following are the fundamental principles upon which the policy and guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.

- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views considered.
- Every child has the right to have levels of intimate care that are as consistent as possible.

5. Legislation and Statutory Guidance

This policy complies with [statutory safeguarding guidance](#).- Keeping Children Safe in Education 2025.

6. Role of Parents and Carers

SS Peter and Paul's aims to support children's care and welfare on a daily basis in line with their individual needs. We recognise children as individuals and ensure our care is provided in a proportionate and needs-led basis. For example, for the youngest children in the EYFS, it is acknowledged that they may require a greater amount of support for their intimate care routines, which is developmentally expected. For children who have complex needs requiring support, their routines will be embedded in line with Individual Plans and/or care plans. However, there will also be times where children have the occasional or unexpected wet or soiling accident. At all times, staff are to be mindful of their professional responsibility for the care of pupils, whilst they are "in loco parentis."

6.1 Seeking parental permission

Parents are advised that school staff will provide intimate care where needed and informed if it has taken place the same day and in a confidential manner.

For children whose needs are complex or who need particular support above what is deemed “occasional and/or unexpected,” an Intimate Care Plan will be created in discussion with parents (see section 6.2 below).

Where there isn’t an Intimate Care Plan in place, intimate care procedures will be carried out to ensure the child is comfortable, and the school will inform parents as soon as is practicable.

For the pupils in EYFS, staff must liaise with parents daily to support with toilet training and inform of any changes that have taken place. Working alongside other agencies (e.g. Health Visitors, continence teams, ERIC) may also be necessary and this will happen collaboratively with parents and carers.

6.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) 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.

See appendix 1 for a blank template plan to see what this will cover.

6.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

7. Role of staff

7.1 Which staff will be responsible

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

It is important that children have a trusting relationship with those providing intimate care. We will make every effort that an adult carrying out intimate care routines is familiar to the child, i.e. their Key Person in EYFS or a member of staff in their class. Otherwise, care will be provided by a member of SS Peter and Paul's staff. Staff unfamiliar to the child, for example trainees or supply staff, will not be permitted to carry out intimate care routines. All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history, in line with Safer Recruitment guidelines.

7.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

8. Intimate care procedures

8.1 How procedures will happen

For children with Intimate Care Plans and those requiring routine care (e.g. pupils still in nappies)

Intimate care routines will take place following our children's needs and health care plans. A designated adult will follow all protocols and report/log when any intimate care procedures have taken place to the Class Teacher.

Children still in nappies must have their nappy changed in line with good practice. This includes working with parents and carers to ensure that their child arrives in a clean and dry nappy/pull-up wherever possible. Children are then changed three times- morning, lunch and afternoon, or sooner if needed

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing. School will give parents enough notice to ensure they are able to provide adequate supplies.

For occasional and unexpected "accidents"

As is developmentally appropriate, children will be encouraged to self-care whilst supervised and encouraged. They will be supported by a member of staff as necessary, e.g. by verbally advising and supporting them or offering wipes/clean clothes.

When required, 2 members of staff will be present (such as if there is a known risk of false allegations by a pupil, or if it is an invasive procedure).

Procedures will be carried out in designated toilet areas (i.e. Class 1 Toilets, Accessible Toilet).

Procedures will be carried out in line with Health and Safety protocols.

When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies, changing mats and bins.

Staff must communicate with pupils throughout intimate care procedures, explaining what they are doing and why, and being led by children's needs. For example, if a child becomes resistant or upset, it should be noted and discussed with SLT, class teacher and parents and/or carers. They must take into account children's likes and dislikes, e.g. if a child likes to sing whilst having nappy changes etc.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

8.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the SLT and the Head Teacher. If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

9.Record Keeping

Records must be kept for any intimate care routines carried out. This includes a log of nappy changes. These records must be stored confidentially and completed at the time of the care.

10. Monitoring arrangements

Intimate Care Records will be monitored regularly. This policy will be reviewed twice per year. At every review, the policy will be approved by the Governing Body and Headteacher.

Appendix 1: Template Intimate Care Plan

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 ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

PARENTS/CARERS

CHILD (WHERE APPROPRIATE)

How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

STAFF

Name of Staff Reviewing This Plan	
Date	
This plan will be reviewed twice per year. Next review date	

Appendix 2: Sample Intimate Care Record with Examples

Intimate Care Record					
Pupil Name:			Class:		
Date	Time	Care Given	Pupil's Appearance During Intimate Care Procedure	Comments	Staff Member Carrying Out Intimate Care Procedure
<i>e.g.</i> 01.01.26	9.30am	Nappy change-soiled and wet	Happy and settled	Skin red-monitor through day	A.Staff
01.01.26	12.00pm	Nappy change-wet	Upset	Skin still red. Advise parents.	A.Staff
05.01.26	3.00pm	Nappy change-dry	Happy	N/A	A.Staff

