St. Anne's and Guardian Angels

Excellence Together with Christ at the Centre

# Intimate Care Policy

| | | |
|---|---|---|
| **Approved by:** | St Anne's and Guardian Angels Primary School Governing Body | **Date:** October 2026 |
| **Last reviewed:** | September 2026 | |
| **Next review due by:** | September 2029 | |

# 1. Aims

This policy aims to ensure that:

1. Intimate care is carried out properly by staff, in line with any agreed plans
2. The dignity, rights and wellbeing of every child are safeguarded
3. Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
4. Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
5. Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

# 2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.
It also complies with our funding agreement and articles of association.

# 3. Role of parents/carers

### 3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

### 3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers 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 taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers 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.

### 3.3 Sharing information

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

## 4. Role of staff

### 4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes teachers, teaching assistants and nursery nurses where relevant.

No other staff members can be required to provide intimate care.

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.

### 4.2 How staff will be trained

Staff will receive:

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

They will be familiar with:

1. The control measures set out in risk assessments carried out by the school
2. Hygiene and health and safety procedures

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

## 5. Intimate care procedures

### 5.1 How procedures will happen

- Key persons are aware of the young children in their care who are in nappies or ‘pull-ups’; those children who have occasional accidents and those children who require additional support with toileting due to additional needs such as SEND.
- Young children who are not yet toilet trained should wear ‘pull-ups’ or other types of training pants as soon as they are comfortable with this and their parents agree.
- We have a changing station in the Nursery/Reception class which may be used to lay young children down on if they need to be changed. For older children, we have an accessible disabled toilet which is suitable for assisted toileting or changing.
- Our changing spaces allow for other adults to be able to see into the room, whilst maintaining the dignity and privacy of pupils at all times. Children are never changed in closed, windowless spaces, out of clear sight. Another adult is always informed when a child is being changed/cared for.

- Our staff put on gloves and aprons before changing starts and the areas are prepared. New gloves are used each time a new child is changed.
- Staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Staff never turn their back on a child or leave them unattended whilst they are on the changing mat or in the changing area.
- Staff are gentle and respectful when changing; the should not pull faces or make negative comments about 'nappy contents'. Staff should not make inappropriate comments about children's genitals when changing their nappies.
- Staff encourage children to take an interest in using the toilet and provide reminders to do so throughout the day. Children access the toilet when they have the need to and are encouraged to be independent.
- Staff encourage children to wash their hands, and have soap and towels to hand.
- We dispose of nappies and pull ups hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin.
- Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- We have a duty of care towards children's personal needs. If children are left in wet or soiled nappies, underwear or clothing this may constitute neglect and may be subject to disciplinary procedures.

The school will not routinely provide nappies or changes of underwear/clothing. We do keep an emergency stock which can be used in unforeseen circumstances, however for pupils needing routine intimate care, the school expects parents/carers 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.

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

### 5.2 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 Headteacher or Deputy Headteacher.

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.

## 6. Monitoring arrangements

This policy will be reviewed by the Executive Headteacher every 3 years. At every review, the policy will be approved by the governing board.

## 7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan

- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

## Appendix 1: template intimate care plan and cover letter to parents

Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines.

We have drawn up the attached intimate care plan to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the attached consent form once you have read the plan and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely,

Executive Headteacher

| INDIVIDUAL 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 | |
| CHILD | |
| 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 | |

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

## Appendix 2: template parent/carer consent form

| PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE | |
|---|---|
| Name of child | |
| Date of birth | |
| Name of parent/carer | |
| Address and contact details | |
| I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting) | ☐ |
| I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection) | ☐ |
| I understand the procedures that will be carried out and will contact the school immediately if I have any concerns | ☐ |
| I **do not** give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).<br>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).<br>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning. | ☐ |
| Parent/carer signature | |
| Name of parent/carer | |
| Relationship to child | |
| Date | |