



Intimate Care Policy

2025 - 2026

INTRODUCTION

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 what some children are unable to do because of their young age, physical difficulties or other special needs. This might include cleaning up a pupil after they have soiled themselves or helping with medical issues. In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour may be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Worsthorne Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires

intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (Child Protection) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for wiping themselves. Individual Intimate Care Plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Intimate care arrangements will be discussed with parents/carers and recorded on the child's care plan (APPENDIX 1). The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Changing Facilities

The children have access to toilets as follows:

EYFS – classroom toilets

Year 1 – classroom toilets

Year 2 – 6 – toilets outside of the classroom environment but close by and monitored by staff.

In accordance with the revised Early Years Foundation Stage (EYFS) statutory framework, our setting provides appropriate, private, and dignified facilities for changing pupils or for pupils with specified toileting needs, when required.

Privacy and Dignity: Changing will take place in a designated private area, separate from general teaching and play spaces, to respect the dignity of the child.

Location: The designated area is within the school's accessible toilet facility.

Equipment: The area is equipped with foam matting, an adult-sized changing mat, and a sanitary disposal bin.

Supervision: Two members of staff will be present at all times during any changing procedure, in line with safeguarding best practice.

Hygiene and Safety: All surfaces and equipment are cleaned and disinfected after each use, and staff will wear appropriate personal protective equipment (PPE).

Record Keeping: A written record of the change, including the names of staff present, time, and reason for the change, will be maintained.

The Protection of Children

Worsthorne Primary School Child Protection Procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. They will immediately report concerns to the appropriate manager/designated person for child protection.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding/Child Protection Policies for details).

Recording

Staff will document each time a child needs intimate care provision. This will be a protected and secure record using Worsthorne Primary School's safeguarding platform (CPOMS).

Toileting

If a child has soiled themselves, it is essential staff protect the child (and themselves) by:

1. Two adults are involved in the process if the parent/carer gives permission (one to clean and the other to stand by the door to manage privacy)
2. Depending on the age of the child – the child should have autonomy at all times
3. The situation must be dealt with in a toilet.

If needed, Parents will be telephoned to collect their child.

Equipment Provision

Parents have a role to play when their child is still wearing nappies or if a child requires other equipment or resources to assist with intimate care. The parent should provide nappies, disposal bags, wipes, etc. and the parent should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes, and liners to dispose of any waste. Liaison with health care professionals may be necessary for children who require intimate care due to a medical need.

All incidents/changes will be recorded and signed by staff. This will be shared with parents daily. Parents will be asked to sign this.

Health and Safety

Staff should wear a plastic apron and gloves when dealing with a child who is bleeding or soiled, when changing a soiled nappy or dealing with any other intimate care procedure. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste. Staff should be made aware of the School's Health and Safety Policy.

Additional Needs

Children with an identified additional need have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and Learning Plan for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the School should be easily understood and recorded.

Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child.

This policy is to be read in conjunction with our Safeguarding Policies:

- Child Protection;
- Safeguarding;
- Positive Handling;
- Anti-Bullying;
- Behaviour;
- Health and Safety;
- Equality Policy
- Code of Conduct setting out standards and acceptable behaviour for staff;
- E-Safety and ICT acceptable use;
- Managing allegations of abuse against staff;
- Whistleblowing.



Appendix 1 – Only to be completed if your child has a specific need.

Intimate Care Plan

Child's Name: _____

Date of Birth: _____

Name of Support Staff/CT Involved: _____

Area of Need: _____

Equipment Required: _____

Location of Suitable Facilities: _____

Frequency of Support: _____

Other details:

Working towards Independence

The child will try to: _____

Staff assisting will support by: _____

Review date: _____

Agreed and signed:

Parents/Carer: _____ Date: _____

Child (if appropriate) _____ Date: _____

Staff involved _____ Date: _____

Class Teacher /SENco _____ Date: _____



Appendix 2 – To be completed by all families, to give permission for staff to help attend to your child with regards intimate care.

Parental Permission for School Staff to Provide Intimate Care

I understand that:

- I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting;
- I will advise the head teacher of any medical reason my child may have which affects issues of intimate care;
- I understand that the intimate care provided for my child at school will be given by one member of staff (at a time). I understand that the member(s) of staff providing the care for my child have had appropriate training.

Parent/Carer Name: _____

Signature: _____

Relationship to child: _____

Date: _____

Child's Name: _____

Class: _____

Date of birth: _____

Address and contact details:

