



**"We Care."**

# **Intimate Care Policy**

**Reviewed: September 2025**

**Review Period: Annually**

**Next Review: September 2026**

**Persons Responsible: Senior Leadership Team**

**Principal:**

A handwritten signature in black ink, appearing to read 'Deborah', written over a white rectangular background.

**Date: September 2025**

**Trustee:**

A handwritten signature in black ink, appearing to read 'Meera', written over a white rectangular background.

**Date: September 2025**

## **School Ethos**

At Hamstel Infants we have a caring, co-operative whole school ethos which aims to develop positive behaviour where both staff and pupils respect and value individual differences and diversity.

### **At Hamstel Infant School and Nursery our school value is:**

#### **“We Care”**

- Working together
- Enthusiasm and determination
- Caring
- Aspire
- Respect
- Effort and resilience

We are a very nurturing school and we aim to use the following principles throughout our school to help us understand why children behave the way they do;

- Children's learning is understood developmentally
- School and in particular, the classroom offers a safe place
- Nurture is important for the development of well-being
- Language is a vital means of communication
- All behaviour is communication
- Transitions in children's lives are vitally important and understood by adults

## **Introduction**

Intimate care refers to providing support with personal care tasks that involve direct or indirect contact with, or exposure of, private body parts. These tasks can include changing nappies, helping with toileting, dressing and undressing, feeding, washing and other hygiene or medical related activities particularly for children who may need assistance due to physical disabilities, learning disabilities or medical needs.

The primary goal of this intimate care policy is to ensure the child's safety, dignity and wellbeing while meeting their personal care needs.

## **Aims**

This policy aims to ensure that:

- Intimate care is carried out by trained staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- 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.

### **Legislation and statutory guidance**

This policy complies with statutory safeguarding guidance KCSIE 2025 and Early Years Statutory Framework 2025.

Guidance has been taken from the following unions:

[Personal care of pupils | National Education Union](#)

### **Role of parents/carers**

It is expected that children will be toilet trained before they begin Reception. It is inevitable, however, that some children from time to time will have accidents and will need to be supported with their intimate care.

### **Seeking parental permission**

- For children who need routine or occasional intimate care, parents/carers will be asked to sign a consent form. This forms part of the admissions pack (See Appendix A). Parents will be asked to supply nappies, wipes and spare clothing.
- 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.
- Where there isn't an intimate care plan or parental consent for routine care in place i.e. toileting accident, the parent will be called to come into school or 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.

### **Creating an intimate care plan**

- If a child has complex or medical needs that requires regular intimate care or support, an intimate care plan as shown below will be produced. (See Appendix B)

### **Sharing**

- Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when 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 respectful, comfortable and dignified as possible, dealing with needs sensitively and appropriately to avoid distress, embarrassment or pain.
- 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 annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.
- The school/parents will share information as needed to ensure a consistent approach including the sharing of this policy.

### **Role of staff**

#### **Which staff will be responsible**

- Any roles who may carry out intimate care will have this set out in their job description.
- 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.

- Volunteers, students, work experience, visitors would not be involved in providing intimate care.

### **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 child to have as much participation as 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

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

### **Intimate care procedures**

#### **How procedures will happen**

- In the best interests of health and safety and safeguarding, we will have 2 members of staff present. One acts as the changer and the other as an onlooker.
- Male members of staff will only act as onlookers when changing female pupils.
- Procedures will be carried out in allocated changing spaces in nursery or in designated toilets.

When carrying out procedures, the school will provide staff with:

- protective gloves
- protective aprons
- cleaning supplies
- changing mats
- bins

If a child needs intimate care, staff will ask permission to support them with

If a child soils him/herself during school time a member of staff will support with:

- Removing their soiled clothes
- Cleaning skin (this usually includes bottom, genitalia, legs, feet)
- Re-dressing themselves

Staff will then:

- Wrap soiled clothes in a nappy bag and return to parents discreetly. Never rinse clothes by hand.
- Wrap soiled nappies in a nappy bag and dispose of in the correct clinical waste, foot operated bin
- Aside of nursery, record the date, time and reason for changing the child (see Appendix C).

Our intention is that the child will never be left in soiled clothing. As soon as the member of staff responsible for him/her is aware of the situation, the child will be cleaned, unless consent has not been obtained where parents will be called. Children will be encouraged to clean and change themselves, with the support of the adult.

### **Concerns about safeguarding**

The school will consult with social service departments before changing children who are on the child protection register or whenever social services teams are involved.

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 principal or a member of SLT.

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.

### **Monitoring arrangements**

This policy will be reviewed by the Senior Leadership Team annually. At every review, the policy will be approved by our link trustees.

### **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 A: Consent form example**

**PROVISION OF INTIMATE CARE**

If a child wets or soils themselves while they are at school measures are taken for them to be changed and cleaned as quickly as possible. We always encourage children to be as independent as possible but recognise that sometimes they may require adult help. Our staff are able to assist with this if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay. If staff assist there will always be two members of staff present for safeguarding purposes. *(Please tick as appropriate)*

I **give** consent for my child to be changed and cleaned by school staff if they wet/soil themselves while at school.


I **do not give** consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organize for my child to be cleaned and changed. I understand that in the event that I (or my emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

***NB:** These consents will remain in force whilst your child is in attendance at Hamstel Infant School and Nursery unless specifically withdrawn by the parent or carer.*

Signed: ..... Date: .....

Name: .....

Relationship to child: .....

**Appendix B: template intimate care plan**

<b>Intimate Care Plan</b>	
<b>Name of child:</b>	<b>Date of birth:</b>
<b>Care plan needed because:</b>	
<b>Any specific arrangements</b> i.e. lay down, stand up, particular clothing, sensitive wipes:	<b>Where will intimate care take place:</b>
<b>Independently the child can (highlight as applicable):</b> Tell an adult they need intimate care Remove clothing and/or nappy Sit on the toilet Wipe themselves clean Dress themselves Wash their hands	<b>Who will typical undertake intimate care, carer and onlooker and backup:</b>  <b>The above named staff will be responsible for maintaining intimate care records.</b>
<b>Date care plan to be reviewed:</b>	
<b>Parent/carer signature:</b>	<b>School signature:</b>
<b>Date:</b>	<b>Date:</b>

