Intimate Care Policy

Policy Date: **Originally agreed:** Updated: Reviewed:	October 26		**Version:** 1 Replaces separate policies from OIS and OJS	
Policy Review Date:	October 27			
Ratified by Governing Body:				
Tony Smith			T. Smith	October 2026

Aims

This policy aims to ensure that:

- intimate care is carried out properly by staff, in line with any agreed plans;
- the dignity, rights and wellbeing of children are safeguarded;
- 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 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; and that

Definition

Intimate care is one of the following:

- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell
- Provide care which is suitable to the age, gender and situation of the child (which may include dressing/ undressing or comforting a distressed child)

Continence Issues

In the event of a child soiling themselves, where appropriate, children are encouraged to clean themselves under the supervision of two adults and are given privacy away from other children in order to do this with dignity**. Pre-moistened wipes and clean clothes are always available for children in school if accidents occur.**

Toilet Training

A number of children start school in pre-school still wearing nappies or pull-ups and are not toilet trained. A toileting routine will be discussed and followed between school and parents in order for the child to toilet train themselves at school as quickly as possible and in line with their developmental stage.

Our toileting support procedure is as follows:

- Children are encouraged to ask or indicate to a staff member if they need to use the toilet. This may be through verbal request or the use of visuals.
- Staff are aware of child's independence skills and will support with wiping where necessary.
- Staff will support flushing contents down the toilet if needed.

- Staff will supervise the children washing their hands so good hygiene practices are started.

An Intimate Care Plan

In the event of a child having a medical condition whereby soiling may be part of a medical problem, an intimate care plan will be drawn up by the school, professionals involved with the child and the parents. This plan should be signed by all involved in its formulation and reviewed on an annual basis or sooner should circumstances change.

- In developing the plan, the following should be considered:
- The importance of working towards independence.
- Arrangements for sports day, school performances, school trips, swimming, etc.
- Ensure that there is enough stock of equipment, e.g. nappies, pull ups.
- Who will substitute in the absence of the appointed person?
- The child's seating arrangements in class.
- A system for the child to leave class without disruption to the lesson.
- Avoidance of missing the same lesson all year due to medical routines.
- Awareness of a child's discomfort which may affect learning.
- Implications for PE, e.g. discreet clothing, additional time for changing.
- Strategies for dealing with pressure from peers, e.g. teasing/bullying, particularly if the child has an odour.
- All plans will be clearly recorded to ensure clarity of expectation, roles and responsibilities. They will reflect all methods of communication, including emergency procedures between home, school and the medical service.
- Subject to their age and understanding, the preferences of the child will also be taken into account.

Role of parents or carers/guardians

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign an intimate care record from – Appendix 2

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.

Where there isn't an intimate care plan or parental consent for routine care in place, parents will be informed following an intimate care procedure.

For children who require regular changing parents need to provide nappies/pull ups, wipes and nappy bags in a bag to be left in school. Staff will inform parents when supplies are running low.

Role of staff

Staff members who are familiar to the child will 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.

Staff training

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.

Intimate care procedures

Children are treated with dignity and respect during intimate care, ensuring these times take place in our designated toilet area. We will work with families to understand the child's care needs.

When providing intimate care for a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn, and other PPE where necessary e.g face covering and plastic apron.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and situation.
- Child is cleaned from front to back and barrier cream may be applied (permission for barrier cream will be sought from parents at the start of their time at Overdale Infant School.)

- Wet soiled nappies and all cleaning materials will be bagged and disposed of in the nappy bin.
- Staff to remove gloves and apron which must be disposed of immediately by placing in a rubbish bin.
- Staff to wipe down the area.
- Staff to complete Intimate Care record.
- Any soiling that can be is flushed down the toilet, nappies are disposed of into the appropriate sanitary bin
- Soiled clothing is put into a plastic bag, unwashed and sent home with the child.

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk:

• Having a second member of staff with them.

• Allowing the child, a choice in the sequence of care.

• Being aware of, and responsive to, the child's reactions.

Procedures will be carried out in the accessible toilets or the First Aid rooms.

Children in the school are safeguarded as no member of staff, student or volunteer can have access to the school without an enhanced Disclosure Barring Service check being in place. However, students may be used as the second adult in an emergency, but a volunteer should not be used to assist or be the second person when staff are dealing with intimate care.

Nappy Changing

Staff will ensure children are clean and comfortable by checking on a regular basis. We will have set times to check nappies at 10:30 and 2:30. Children leaving Pre-school before lunchtime will be checked at 11:45 . Children will also be changed throughout the sessions as required.

Toilet Training

A number of children start school in Early Years Foundation Stage still wearing nappies or pull-ups and are not toilet trained. A toileting routine will be discussed and followed between school and parents in order for the child to toilet train themselves at school as quickly as possible and in line with their developmental stage.

Our toileting support procedure is as follows:

- Children are encouraged to ask or indicate to a staff member if they need to use the toilet. This may be through verbal request or the use of visuals.
- Staff are aware of child's independence skills and will support with wiping where necessary.
- Staff will support flushing contents down the toilet if needed.

- Staff will supervise the children washing their hands so good hygiene practices are started.

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 a DSL.

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 annually. At every review, the policy will be approved by IGB.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

It also complies with our funding agreement and articles of association.

Appendix 1: Template intimate care plan

Intimate Care Plan	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Curriculum specific needs	
Supporting staff members	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

Child	
Is there anything you would like staff to know when you are being changed?	
Signature of child	
Date	

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)	□
Parent/carer signature	
Date	

Appendix 2: Intimate Care Record

Record of Intimate Care for _____

Date	Time	Initials	Comments

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) □	
Parent signature	
Date	