

Intimate Care Policy

Barford Primary School



Responsibility: Headteacher

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Contents

1. Aims.....	2
2. Legislation and statutory guidance.....	2
3. Role of parents/carers.....	3
4. Role of staff.....	3
5. Intimate care procedures	4
6. Monitoring Arrangements.....	6
7. Links with other policies.....	6
Appendix 1: Template Intimate Care Plan.....	7
Appendix 2: Template parent/carer consent form.....	8
Appendix 3: Key Principal Poster and Step by Step Guide.....	9
Appendix 4: Locations of Changing Stations Map.....	11

1. 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 every child 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 child are considered.
- 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:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children
- The Children Act 1989 and 2004
- The Equality Act 2010
- The Early Years Foundation Stage (EYFS) Statutory Framework (effective from 1 September 2026)
- Health and Safety at Work Act 1974
- SEND Code of Practice

This policy is underpinned by a child-centred approach. The best interests, dignity, privacy, wellbeing and safety of the child will be at the centre of all decisions relating to intimate care.

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 support outside of what is covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there is not an 'Intimate Care Plan' or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If we are 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.

We 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 considered. 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.

The intimate care plan will clearly identify the child's individual needs, preferred methods of support, communication methods, level of independence, arrangements for maintaining dignity and privacy, and any known safeguarding considerations.

We will actively promote and support the child's independence in all aspects of intimate care wherever developmentally appropriate.

See appendix 1 for Intimate Care Plan proforma.

3.3 Sharing information

We share information with parents/carers as needed to ensure a consistent approach. We 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 staff who carry out intimate care will have this set out in their job description. This includes teachers, teaching assistants and Early Years Practitioners

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) check and all recruitment checks required by KCSIE.

We will ensure all adults undertaking intimate care are suitable to work with children and have received appropriate safeguarding training. Staff will work in accordance with the Staff Code of Conduct and Safeguarding Policy.

Where volunteers are permitted to support children, appropriate safeguarding, supervision and vetting arrangements will be implemented in accordance with EYFS 2026 and KCSIE 2026 requirements. Volunteers are not involved with intimate care of Barford children.

4.2 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 possible

They will be familiar with:

- Hygiene and health and safety procedures

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

Staff will receive regular updates on safeguarding and child protection in accordance with KCSIE 2026.

Training will include maintaining professional boundaries, recognising indicators of abuse and neglect, reporting concerns, recording incidents, and responding to disclosures made by children.

Staff must not use mobile phones, cameras or personal devices in areas where intimate care is taking place.

5. Intimate care procedures

5.1 How procedures will happen

All parents are requested to send children into school with a full set of spare clothes. This will be left in school in case of any accidents.

· Teachers have timetabled set times of day to toilet children, however all staff must be vigilant in making sure children visit the toilet throughout the day.

- Frequent monitoring of children's toilet routine by all adults to be proactive in supporting children's independence with toileting. The frequency of monitoring will be increased with children that have SEND needs.

- To maintain children's privacy, where possible, children will be encouraged to take care of their own toileting needs. If needed, they will be supported by the adult. Where practicable, intimate care should be carried out by a member of staff known to the child. The number of adults involved should reflect the minimum necessary to ensure the safety, dignity and wellbeing of both the child and staff member.

When two adults take the child out of the classroom and to the single changing facility. One adult will carry out intimate care whilst the other supports. The child's dignity, privacy, voice and choice will be always respected. Staff will explain what support is required before carrying out any intimate care task and seek the child's cooperation wherever possible.

1. Adult to support child verbally by giving instructions of how to undress, clean soiled area using wet wipes and to change into clean clothes.

2. Where a child is unable to self-care with verbal instructions the adult will then carry out intimate care. Where able children will stand up whilst intimate care is taking place.

3. After the intimate care has taken place, this must be recorded by the person who has given the care. This should be recorded in the Intimate Care record as follow:.

Child's name, date, time, reason for changing and the name of the person changing and additional staff member.

A written record must be kept of all intimate care incidents and any concerns arising. Records will be stored securely alongside the intimate care policy in classrooms.

4. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day. Parents must be informed upon collection of the child that the intimate care has taken place.

5. When carrying out procedures, staff must wear appropriate personal protective equipment (PPE) and follow infection prevention and control procedures.

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.

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (for example, marks, bruising, soreness, burns, injuries or unusual presentation), they must report these concerns immediately in line with the school's safeguarding procedures.

If a child becomes distressed, makes a disclosure, demonstrates unusual behaviour, or there are concerns about possible abuse or neglect, staff must immediately report the concern to the Designated Safeguarding Lead (DSL) and record the concern factually.

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 Designated Safeguarding Lead or Deputy Safeguarding Leads and record the incident in accordance with school procedures.

All safeguarding concerns will be managed in line with KCSIE 2026, Working Together to Safeguard Children and the school's Child Protection and Safeguarding Policy.

If a child makes an allegation against a member of staff, responsibility for intimate care will be transferred to another suitable member of staff wherever possible while procedures are followed in accordance with the school's safeguarding and allegations procedures.

Concerns regarding an adult's conduct, including low-level concerns, must be reported and managed in line with the school's Staff Behaviour Policy and Low-Level Concerns Procedures.

5.3 Professional Boundaries

Staff involved in intimate care must always maintain professional boundaries and act in accordance with safeguarding procedures. Intimate care must never be carried out in a way that could be interpreted as inappropriate, intrusive or unnecessary. Staff should encourage children to undertake as much of their own personal care as possible and should only provide the level of assistance required.

Personal mobile phones, cameras, smart watches or image-recording devices must not be used during intimate care procedures. Any concerns regarding professional conduct must be reported immediately to the Designated Safeguarding Lead or Headteacher.

6. Monitoring arrangements

The Headteacher, Designated Safeguarding Lead and EYFS Lead will review intimate care records periodically to ensure procedures remain safe, effective and compliant with current safeguarding requirements.

7. Links with other policies

This policy links to the following policies and procedures:

- Staff Code of Conduct
- Low-Level Concerns Policy
- Behaviour Policy
- Data Protection Policy
- First Aid Policy
- EYFS Policy

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	
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 (CHANGE WET OR SOILED CLOTHES)		
Name of child		
Date of birth		
Name of parent/carer		
Please tick one of the following options:		
1.	Yes – I give permission for the school to change my child if they have soiled or wet clothes.	☐
2.	No - 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). I understand that if my child has an accident, the school to contact me so I can change my child myself.	☐

If the school cannot reach parent/carers and the child needs urgent intimate care, staff will need to provide this following our intimate care policy, to make them comfortable.

Parent/carer signature		Date:	
Name of parent/carer			
Relationship <u>to</u> child			



Key Principles of Intimate Care

- Preserve the child's **dignity** at all times.
- **Promote independence** wherever possible.
- Follow individual intimate care plans.
- Maintain confidentiality – incident not to be discussed with anyone except parent/carer
- 2 members of staff to change children – one staff to change child, 1 staff to support.
- **Record** and report accurately in class intimate care book.
- Never leave a child in soiled clothing while waiting for parents to attend.
- Always ensure the child feels comfortable by speaking calmly, explaining and **listening** to them throughout changing procedure.



Say - "You've had an accident. That's okay. Let's get you cleaned up and into some clean clothes."



Step by Step guide – Intimate Care

1. Prepare

Ensure that children in your care have been handed over to another member of staff before changing begins.

Go to nearest allocated changing station (see map) and gather clean clothes and any other intimate care resources that the child needs.

2. Explain and Reassure

Speak calmly to the child and talk them through step by step.

3. Maintain Privacy

Take the child to the designated changing station with another member of staff.

Door must not be closed.

4. Use PPE

Wash/sanitise hands and put on disposable gloves and apron.

5. Change the Child

Encourage child to clean themselves wherever possible – talk them through step by step.

If needed, assist child to remove clothing and clean the child and ensure they are comfortable (see individual intimate care plan)

Apply clean nappy/pad if required.

Assist the child into clean clothing.

6. Dispose of Waste

Place used PPE and wipes in the appropriate bin and seal soiled clothing in a bag for parents/carers.

7. Hand Hygiene

Support the child to wash their hands. Remove PPE safely and wash your hands.

8. Record the Incident

Complete the Intimate Care Record in class, including:

Child's name - Date and time - Reason for change - Staff members involved

9. Inform Parents/Carers

Notify parents/carers discreetly at the door and hand over any soiled or wet clothes.

10. Report Concerns

Report any safeguarding concerns to the DSL immediately.

Appendix 4: Location of Changing Stations map

Locations of Changing Stations

