Intimate Care Policy

Spring 2026

Introduction

Staff who work with young children, or those with additional needs, will recognise that intimate care is a sensitive issue requiring dignity, respect and safeguarding. We recognise that some pupils may require help with intimate care due to age, disability, medical condition, or following an accident. This policy sets out how we provide intimate care in a safe, respectful and inclusive manner.

Intimate care refers to any care tasks of a personal nature such as support with:

- Toileting and continence management
- Nappy changing
- Washing and personal hygiene
- Assistance during menstruation
- Assisting with medical care procedures requiring close personal contact

Elloughton Primary School is committed to ensuring that all staff responsible for intimate care undertake their duties in a professional and respectful manner, preserving children's dignity, safety and wellbeing at all times.

Legislation and Guidance

This policy is based on and complies with:

- Children Act (1989 & 2004)
- Education Act (2002)
- Equality Act (2010)
- SEND Code of Practice (2015)
- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children (2023)
- DfE: Supporting Pupils with Medical Conditions (2015)
- EYFS Statutory Framework (2024)
- Health and Safety at Work Act (1974)
- Children and Families Act (2014)
- HSE Evidence on Infection Control in Schools & Early Years Settings

Toileting and Changing Procedures

- Gather all necessary items before starting (nappy/pull-up, wipes, gloves, apron, nappy sack).
- Wash and dry hands before and after the procedure.
- Wear disposable gloves and apron (new set for each child).
- Encourage child to undress as independently as possible.
- Support child to remove soiled clothing/nappy and place into a nappy sack.
- Soiled clothing is bagged separately and sent home (never rinsed by staff).
- Encourage child to clean themselves (front to back), providing support if needed.
- Dispose of waste in a **pedal-operated, hands-free bin**.
- Support child to dress in clean clothes/pull-up.

- Assist child with hand washing, then wash own hands thoroughly.
- Clean and disinfect changing area and mat with antibacterial spray.

Resources Provided

- Pedal-operated, hands-free nappy bin
- Changing mat where needed (disinfected after each use)
- Disposable gloves and aprons
- Nappy sacks
- Antibacterial spray and paper towels
- Spare clothes (parents are asked to provide) where appropraite

Staff Safeguards

- Staff must notify another colleague discreetly before leaving the room to assist a child.
- Wherever possible, staff will encourage the child to participate in their own care.
- If a child refuses care, staff will not proceed against their wishes and parents will be contacted.
- Any concerns about a child's wellbeing, behaviour or comments during intimate care must be reported immediately to the Designated Safeguarding Lead (DSL).

Infection Control

- PPE (gloves, aprons) must always be worn where there is risk of contamination with blood or body fluids.
- Soiled clothing is double-bagged and sent home—never rinsed by hand.
- Staff follow the school's infection prevention protocols and HSE guidance.

Safeguarding and Protection of Children

- All staff involved in intimate care are subject to enhanced DBS checks.
- If staff observe unexplained marks, bruises, or injuries, they must report concerns immediately to the DSL in line with the Safeguarding Policy.
- Concerns will be reported and acted upon in line with the school's **Safeguarding and Child Protection Policy**.
- If a child becomes distressed, parents will be informed and alternative arrangements made.
- Allegations made by a child against a member of staff will be fully investigated under safeguarding procedures.

Where possible children will be encouraged to do as much for themselves as possible.

Children's privacy will be respected – care will normally be given by one staff member, unless:

- The child's plan requires two staff for health/safety reasons, or
- A medical procedure requires support.

Staff will ensure other adults know when and where intimate care is being carried out, to safeguard both child and staff.

Principles and Best Practice

At Elloughton Primary School:

- Children are treated with dignity, respect, and compassion.
- Privacy is respected while ensuring safeguarding procedures are followed.
- Children are encouraged to develop independence appropriate to their age and ability.
- Staff work in partnership with parents/carers to support individual needs.
- Health Care Plans or Intimate Care Plans are agreed where necessary.

Staff practice is open to scrutiny and supported by safeguarding procedures.

Partnership with Parents

Where required parents will be asked to complete consent forms for routine intimate (changing and toileting) care on admission. For pupils with additional or ongoing needs, an Individual Intimate Care Plan will be agreed between parents, staff, the child (where appropriate) and relevant health professionals. Plans will be reviewed at least annually or sooner if needs change. Parents are expected to provide necessary supplies (e.g. nappies, wipes, spare clothing). Soiled clothing will be bagged, labelled discreetly, and returned at the end of the day. Staff record all personal care intervention (see appendix C).

Staff Training

Staff will receive:

- Safeguarding training
- Training in dignity and privacy in intimate care
- Manual handling training if required
- Specific medical training if needed for an individual pupil

Staff should raise concerns with the SENCo/Headteacher if they have concerns about any aspect with intimate care.

Monitoring and Review

This Intimate Care Policy will be monitored and reviewed regularly to ensure it remains compliant with current Department for Education (DfE) guidance, safeguarding legislation, and best practice. The Headteacher and designated safeguarding lead (DSL) will have overall responsibility for monitoring the implementation of this policy, including reviewing records of intimate care arrangements, incident logs, and feedback from staff, parents/carers, and pupils where appropriate. Any concerns arising from the delivery of intimate care will be addressed promptly and in line with the school's safeguarding and whistleblowing procedures. The policy will be formally reviewed every three years, or sooner if there are changes to statutory guidance, local authority advice, or the needs of pupils, and updates will be communicated to all relevant staff.

Adoption, Approval, Sign Off

Signed	Mrs Fulstow
On behalf of	Headteacher
Date	Spring Term 2026

Document Control

Title of Document	Intimate Care Policy
Revision number	1
Review frequency	Every Three Years
Next review date	Spring Term 2029
Type or status	Policy
Statutory?	Yes

Appendices

- **Appendix A**: EYFS Parental Permission for Intimate Care (Changing and Toileting)
- **Appendix B**: Intimate Care Plan (for individual pupils with a specific need)
- **Appendix C:** Record of Personal Care Intervention

Appendix A

EYFS Parental permission for Intimate Care – changing and toileting

Should it be necessary, I give permission for …… to receive intimate care (i.e. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

Signed ……

Adult with parental responsibility for ……..

Appendix B – Parental Permission for an Intimate Care Plan (specific and medical need)

Elloughton Primary School recognises its duty to safeguard and promote the welfare, dignity, and rights of all children. In line with the Intimate Care Policy, parental consent is required for staff to provide support with intimate care needs.

Pupil Name: _____

Date of Birth: _____ Class/Year Group: _____

Plan Start Date: _____

Review Date: _____

1. Care Needs
☐ Toileting / continence care

☐ Changing nappies/pads/soiled clothing

☐ Washing / bathing

☐ Menstrual care

☐ Medical care procedure (specify): _____

☐ Other (please specify): _____

Details of pupil's specific needs:

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2. Procedures and Guidance for Staff
Steps required for intimate care (describe sequence clearly):

_____
Level of independence child can manage:

_____
Equipment / supplies required (e.g. nappies, wipes, spare clothing, PPE):

_____
Location(s) where care will usually take place:

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3. Safeguarding and Dignity Measures
Child's privacy will be respected (explain how):

_____

4. Parent/Carer Agreement

Parents to supply necessary items (nappies, wipes, spare clothing, etc.)
Soiled clothing will be bagged, labelled, and returned discreetly.

Agreement
I understand that:

- My child's dignity, safety, and wellbeing will be respected at all times.
- Intimate care will normally be provided by one staff member, unless otherwise required by the plan.
- Staff will follow the school's safeguarding, PPE, and hygiene procedures.
- Any concerns (injuries, distress, allegations) will be reported to the Designated Safeguarding Lead.
- I will provide necessary items (e.g. nappies, wipes, spare clothing) for my child.

Parent/Carer Name: _____ Signature: _____

Date: _____

Appendix C

Child/Young Person's Name ……..

Record of Personal Care Intervention

Date	Time	Procedure	Staff Signature	Comments