Intimate care policy

Walkley Primary School

Approved by:	Christopher Wallis	**Date:** June 2026
Last reviewed on:	June 2026	
Next review due by:	July 2027	

This plan will be reviewed twice a year or at any point where the child's need change. Reviewed with the teaching lead in the class group in consultation with the SENDco/SGT.

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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 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.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

3. Role of parents/carers

3.1 Seeking parental permission

All parents of nursery and reception children will be asked to sign a consent form. 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. This can include those children who wear underwear or nappies.

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 (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

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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.

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 (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 comfortable as possible, dealing with needs sensitively and appropriately.

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 twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will 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 roles who may carry out intimate care will have this set out in their job description. This includes teachers, teaching assistants, Inclusion Manager, Learning Mentor.

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) with a barred list check before appointment, as well as other checks on their employment history.

4.2 How staff will be trained

Staff will receive:

- Internal information on the specific types of intimate care they undertake, opportunity to observe the internal offer of intimate care (if requested) .
- All staff will be asked to read and understand this school Intimate Care Policy.
- Children's intimate care plans will be shared with adults who work with the child. New adults in the room will be signposted to the intimate care plans.
- Advice on offering intimate care for children with additional needs. These will be added to a child with SEND's intimate care plan.
- Regular safeguarding training
- If necessary, handling training that enables them to remain safe and for the pupil 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.

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5. Intimate care procedures

For All Children (applies to all year groups and SEND pupils)

- All staff have an enhanced DBS and barred list check. Male members of staff may change a female pupil and a female member of staff can change a male pupil
- All children will be treated in a calm and respectful manner.
- Staff will receive internal on the job training on the intimate Care Policy and Procedures.
- All spaces for changing will be kept clean, organised and welcoming. In each space there will be a supply of wipes, nappies , protective gloves, nappy sacks and carrier bags.
- School have a small supply of changes of clothes but we do ask that parents supply these for their child if intimate care is needed on an ongoing basis (as in the Intimate Care plan)
- When carrying out procedures, the school will provide staff with: Protective gloves, cleaning supplies, changing mats and bins.
- For pupils needing routine intimate care, the school asks parents/carers to provide, when necessary, a good stock of necessary resources- nappies or underwear and/or a spare set of clothing. Parents/carers are also welcome to provide their own supply of wipes as used at home.
- Walkley will provide wipes however we welcome any offers to provide wipes for their child which does help save the schools resources.
- Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day in a plastic carrier bag.
- Soiled nappies will be placed in a nappy sack and disposed of in designated nappy bin.
- Staff will keep a classroom log of the intimate care offered. Parents will be informed verbally if their child has needed intimate care.

Nursery

- Children using pull ups and needing a standing up change will receive this intimate care within the class toilet/bathroom area unless further cleaning or intimate care are required in which case the hygiene room will be used.
- Within the nursery any “lie down” nappy changes will take place in the hygiene room with changing mat provision. There will be two members of staff present within the classroom.
- One member of staff will attend to the child in the hygiene room and the other will be present in the room. The door to the hygiene room will be left slightly open to allow communication between the staff as needed but out of sight of other children in the classroom to ensure the privacy of the child receiving the intimate care.

Reception Class

- Within the reception classes pull up nappies will be changed within the class toilet/bathroom area. The staff supervise and guide the children as needed.
- Staff will encourage independence and offer children guidance to help them meet their own care needs as appropriate. If further support is needed the staff help the child. Staff will wear gloves to offer intimate care Children using pull ups and needing standing up change will receive this intimate care within the class toilet/bathroom area unless further cleaning or intimate care are required in which case the hygiene room will be used.
- Two members of staff will be within the classroom. One member of staff will supervise the toilet area and the second member of staff will be within the classroom on hand if further support is needed.
- Where a lie down nappy changes is needed a member of the reception staff team will take the child through to the hygiene room in the nursery classroom. This has a changing mat, wipes and provision for lie down nappy changes.

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- There will be two members of staff present within the classroom.
- One member of staff will attend to the child in the hygiene room and the other will be present in the classroom. The door to the hygiene room will be left slightly open to allow communication between the staff as needed but out of sight of other children in the classroom to ensure the privacy of the child receiving the intimate care.

KS1 and Ks2

For older children (KS2) an Intimate Care Plan will be completed and we will ask if they have a preference on which of their available adults in school supports them.

Children with SEND/ Additional Needs

- Children with additional needs may need additional support whilst attending to their intimate care needs. This support could be physical (wiping and removing clothes) or emotional or behavioural (use of non- verbal communication, signs or now and next boards, managing sensory needs or unregulated behaviour).
- All children with SEND with intimate care needs will have an intimate care plan in place. This plan will identify the child's additional needs, the impact this has on their intimate care and how this will be supported by staff.
- Staff supporting a child with SEND's Intimate care plan should be familiar with the child's SEND support plan and use strategies around emotional or behavioural needs from this to support intimate care. If further training is needed around the SEND needs and care needs school will put this in place.
- Any concerns or changes in child's presentation or behaviour during intimate care should be reported to the SGT via CPOMS. (please see safeguarding concerns below)

5.2 Concerns about safeguarding

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 their key stage leader and the safeguarding team. The safeguarding team will follow up this incident and ensure the well-being of the child. Parents will be informed of the incident and follow up action and any next steps for the school.

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 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.

6. Monitoring arrangements

This policy will be reviewed by Antoinette Homer (Inclusion Manager and DSL) annually or in line with any changes in policy or procedure]. At every review, the policy will be approved by [the governing board- Jo Meagre and the headteacher Mr Chris Wallis.

7. Links with other policies

This policy links to the following policies and procedures:

- Relationships Policy
- Child protection and safeguarding
- KCSIE
- Health and safety
- SEND
- Medical Policy

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Appendix

1: Parent/Carer consent form (To be completed by every parent)

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE FOR MY CHILD (FOR THOSE CHILDREN WITH ONGOING DAILY NEEDS OR WHO WEAR NAPPIES- AN INTIMATE CARE PLAN SHOULD ALSO BE COMPLETED)	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g: changing soiled clothing, washing and toileting)	☐
I will provide the following equipment (please note school can provide wet wipes) Please tick what you will provide) If your child is in the process of being toilet trained we recommend providing school with two changes of clothes.	Change of clothes ☐ Wipes ☐ Other ☐
My Child will require cream applying after changing and I have completed an “In School Medication Permission Form” for this (Kept at the office)	☐
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 or any medical conditions affecting their usual toileting routine or patterns)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
My Child has daily ongoing intimate care needs, wears a nappy and/o has Special Educational Needs and will require an Intimate Care Plan. Please tick yes or no.	Yes☐ No☐
Parent/Carer signature	
Name of parent/carer	
Relationship to child	
Date	

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Appendix 2 Intimate care plan (To be completed only for children who will need daily ongoing intimate care & children with SEND)

INTIMATE CARE PLAN	
To be completed by Parents	
Name of child	
Please describe your child's toileting needs- wears nappies, needs support etc	
Does your child have Special Education Needs SEND (any diagnosis, any sensory needs, use of communication, physical issues).	
To be completed by Nursery/ Reception Staff and shared with parents.	
Type of intimate care needed and how SEND intimate care needs will be supported.	
How often care will be given	
Where care will take place	
What resources and equipment will be used, & who will provide them	School will provide wet wipes.
Please list any equipment you will provide (change of clothes).	
How procedures will differ if taking place on a trip or outing	To be planned in class trip risk assessment
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	Toni Homer -Inclusion Manager Claire Whittaker Early Years Lead
Name of parent or carer	
Relationship to child	
Signature of parent or carer and Date	

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Intimate Care Policy Parent Agreement

I have read and understood the Walkley Primary School Intimate Care Policy. I have a copy of this policy. I have completed the Intimate Care Permission form and Intimate care plan (if needed).

Name of Parent:……

Name of child/children at Walkley……

Signed……Date……...

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