



# Woodley Primary School

**At Woodley, we CARE.**

We CARE about each other.

We CARE about the world.

We CARE about our achievements.

## Intimate Care Policy

<b>Created by:</b>	P Langridge	<b>Date:</b> November 2024
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<b>Approved by:</b>	FGB	<b>Date:</b> December 2024
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<b>Last reviewed on:</b>	December 2025
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<b>Next review due by:</b>	December 2026
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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 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 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 the Department for Education (DfE) statutory safeguarding guidance:

- [Keeping Children Safe in Education](#)
- [Early Years Foundation Stage \(EYFS\) statutory framework](#)

## 3. Role of parents/carers

### 3.1 Consent from Parents

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), parents will be asked to:

- Sign a consent form
- Provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendix 1).

For children who need routine intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to provide consent for staff to support with appropriate intimate care (e.g. changing soiled clothing, washing and toileting). We would ask that parents/carers inform us of anything that may affect their child's personal care (e.g. if medication changes or if a child has an infection).

We would also ask parents/carers to inform us if they do not wish for their child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). If this were the case, the school will contact them or their emergency contact and they would be expected to organise for their child to be given intimate care (e.g. be washed and changed). Parents/carers must understand that if the school cannot reach them or their emergency contact, if their child needs urgent intimate care, staff will need to provide this for their child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.

For children whose needs are more complex, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

### **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.

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**

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 (and long term supply staff where deemed appropriate to the role) will receive:

- Training in intimate care (via National College)
- 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:

- 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.

## 5. Intimate care procedures

During nappy changes, toileting and any intimate care procedure, Woodley Primary School will balance children's privacy with safeguarding and support needs.

### 5.1 How procedures will happen

- Manual handling of pupils: where possible children should sit on the toilet themselves.
- Where a child cannot sit themselves on the toilet an adult will lift them onto the seat.
- Disposable gloves should be used by adults.
- Pull-ups and nappies should be disposed of in a nappy bag and put in a suitable waste container.
- Supplies of suitable cleaning materials should be provided for cleaning and disinfecting soiled surfaces.
- Supplies of fresh clothes should be easily to hand so that the child is not left unattended whilst they are found.
- For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock of necessary resources, such as nappies, underwear and/or a spare set of clothing.
- Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.
- A risk assessment will be carried out and reviewed periodically

### Safeguarding during procedures

- From a child protection perspective, intimate care involves risks both for children and adults as it may involve the adults touching the private parts of the child's body.
- It is not usually practicable from the point of view of staffing resources for there to be two members of staff involved with a child for intimate care unless for health and safety reasons e.g. with a child who is ill or difficult to move or handle, or there is a known risk of false allegations by the pupil
- Whilst the presence of two people may be seen as providing protection against a possible allegation of abuse against a member of staff, it further erodes the privacy of the child. Therefore, members of staff should make their intention and purpose known to others before commencing intimate care with a child as a sensible precaution.
- Staff are not required to only change pupils of the same gender, but they must have an enhanced DBS with a barred list check.

### Encouraging children to be independent

- Wherever children can learn to assist in carrying out aspects of intimate care, they should be encouraged to do so. This practice fits into the school's personal and social development programme in terms of giving children life skills and developing their independence.
- Whilst the young children will vary in terms of age, background, ethnicity, level of dependency and communication skills, they have the right to be treated with sensitivity and respect, so that their experience of intimate care is a positive one. Therefore it is important that we:
- Ensure privacy appropriate to the child's age and the situation.
- Allow the child to care for themselves as far as possible.
- Be aware of, and responsive to, the child's reactions.
- When carrying out intimate care away from school or setting, remember the main issues of privacy and safety.

## 5.2 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.

Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

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 member of the senior leadership team and inform parents.

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.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

## 5.3 Specific procedures for toileting accidents

Where pupils are starting school without having been toilet-trained, staff will work with the pupil's parents/carers to agree on a care plan.

The school will record the number of soiling incidents in school, and liaise with the pupil's parent/carers about:

- The outcomes of relevant medical appointments attended by the child
- Whether there is a change in the pattern of soiling incidents, at home or at school
- Whether the current plan is working

Communication	Explain the process calmly; seek co-operation/consent; listen to the child; provide reassurance.
Privacy & Discretion	Use a designated, private area (e.g., outside Nursery toilets); maintain confidentiality; wear appropriate PPE (gloves/aprons).
Post-Care Hygiene	Gently clean the child (front to back); dispose of soiled waste hygienically in sealed bags; change into clean clothes; staff and child must wash hands.
Recording & Reporting	Immediately record key details: the date, time, location, staff involved, and a factual description of the care provided. Report the incident privately to the parent/carer the same day. Report any welfare concerns immediately to the Designated Safeguarding Lead (DSL).

## 5.4 Management of menstrual care

All staff will be sensitive to the fact that:

- Girls at our school may start to menstruate
- While there is no shame or stigma attached to this, those pupils may wish to deal with it discreetly

The school will offer sensitive and practical information to pupils about:

- Where the sanitary products are

- How to use and dispose of them correctly

Period products available to pupils can be found in 2 locations across the school, which will be shared with children.

Products available include sanitary towels and tampons.

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

## **6. Monitoring arrangements**

This policy will be reviewed by the Early Years Lead annually. At every review, the policy will be approved by the Governing Body.

## **7. 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
- PSHE 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 (WHERE APPROPRIATE)	
How would you like staff 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

Dear Parents and Carers

We are writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	