

## ST MARY'S BENTWORTH CE PRIMARY SCHOOL INTIMATE CARE POLICY

Date of implementation: January 2026

Date of Review: **January 2028**



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<i>Ownership:</i> Education Committee Early Years Leader	<i>Linked to:</i> Safeguarding and Child Protection; Relationships and Behaviour; SEND & Inclusion; Supporting Pupils with Medical Needs Policies
<i>Review Committee:</i> Education Committee, Headteacher	
<i>Communicated to:</i> Parents/Carers, Staff and Governors	
<i>Evaluation:</i> (inc links to evidence)	

### Statement of Intent

The aim of the intimate care policy is to ensure that intimate care is carried out properly by staff, in line with any agreed plans. We will ensure that the dignity, rights and wellbeing of children are safeguarded and pupils who require intimate care are not discriminated against, in line with the Equality Act 2010.

We (staff, governors, parents/carers) all understand the importance of the responsibility to safeguard and promote the welfare of children. Pupils may require intimate care as a result of age, medical needs or an SEN need. We will ensure all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

We will ensure that parents/carers know that staff are knowledgeable about intimate care and that the needs of their child is considered. Staff who carry out intimate care do so within guidelines (health and safety, manual handling, safeguarding) that protect themselves and the pupils involved.

### Definition of Intimate Care

Intimate care can be defined as 'care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, the exposure of, the sexual parts of the body.' These tasks most people usually carry out themselves but some pupils are unable to do so because of their young age, physical difficulties or other special needs.



Intimate care tasks could include:

- Dressing and undressing (underwear)
- Helping someone use a potty or toilet
- Changing nappies
- Cleaning/wiping/washing intimate parts of the body
- Care associated with incontinence
- Menstrual management
- Supervision of pupils involved in intimate care

This list of examples is not exhaustive.

## **Role of Parents and Carers**

### **Seeking Parental Permission**

For pupils 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 pupils whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers.

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.

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 pupil is comfortable, and the school will inform parents/carers afterwards.

### **Creating an Intimate Care Plan**

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

The plan will be reviewed every year, even if no changes are necessary, and update regularly, as well as whenever there are changes to a pupil's needs.

See Appendix 1 for a blank template

### **Role of Staff**

Any roles who may carry out intimate care will have this set out in their job description. This includes Teachers and Teaching Assistants working in the Early Years.

No other staff members can be required to provide intimate care.

Staff will receive:



- Training in the specific area of intimate care if required
- Regular safeguarding training
- If necessary, manual handling training

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.

## **Safeguarding and Best Practice**

The majority of actions will take place on a one-to-one basis with an adult who has a DBS check with a barred check list. We acknowledge it is best practice from a health and safety and safeguarding perspective to have two members of staff present. Wherever possible, actions will be supported by a second member of staff, with exception of first aid treatment that will be conducted by a qualified first aider.

Procedures will be carried out in the toilet area of Oak Class, or in the disabled toilet near Oak/Ash Class.

While carrying out procedures, the school will provide staff with protective gloves, wet wipes, nappy bags, cleaning supplies and bins. Hot water and soap are available for staff to wash their hands before and after supporting a child.

Intimate care will be given to a pupil who needs or asks for it. Staff will ask if they would like help and wait for verbal confirmation of action (for example a nod of the head) before helping the child.

Staff who provide intimate care will conduct this in addition to any designated changing times if necessary; no child will be left in wet/soiled clothing.

Staff members will not be alone in a locked room when helping with changing of clothes or nappy changes.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock of resources, such as nappies, underwear and a spare set of clothing. Any soiled clothing will be contained securely in a bag and discreetly returned to parents/carers at the end of the day.

If a pupil requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents/carers and in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.



## **APPENDIX 1:** Template intimate care plan

<b>PARENTS/CARERS</b>	
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 an outing or trip	
Name of staff member 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	
<b>CHILD</b>	
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	
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)	<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"/>
I <b>do not</b> consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident)  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)  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.	<input type="checkbox"/>
<b>Parent/carer signature</b>	
<b>Name of parent/carer</b>	
<b>Relationship to child</b>	
<b>Date</b>	