



Intimate Care Policy

Policy date: Sept 2026

This school is committed to safeguarding and promoting the wellbeing of all our children.

Intent

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves.

In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed.

At Ingol Community Primary School all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure.

We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

Our approach to Best Practice

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child. Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a

child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.

Staff members who are known to the child will take on that responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat and spare clothes.

Working with Parents

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. This information will be gathered using the Intimate Care Plan (see Appendix 1).

We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents. Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 2). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for himself/herself as possible and parents will be informed the same day.

On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that parents can make the decision to collect their child.

The Protection of Children

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc s/he will follow our safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures)

Health and Safety Guidelines for Changing Children

- If possible children should be changed standing up to avoid staff lifting children.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) they must not be shared.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag and handed to the parents at the end of the day.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Administering Medicine Policy
- Complaints Policy

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations or if the governing body receives recommendations on how the policy might be improved.

Appendix 1

Ingol Community Primary School Intimate Care Plan

Name: _____

Date: _____ Review Date: _____

Intimate care need:

I wear nappies/not toilet trained ☐ I need support using the toilet ☐ Other ☐

If other, please give information:

Procedure for changing my nappy:

I am happy to have my nappy changed in the classroom facilities ☐

I am happy to have my nappy changed in the disabled facilities ☐

I lie down to have my nappy changed ☐

I stand up to have my nappy changed ☐

I can pull down my own nappy ☐

An adult needs to pull down my nappy ☐

I can use wipes to clean me up ☐

Please do not use wipes to clean me up ☐

I can pull up my own nappy ☐

An adult needs to pull up my nappy ☐

Procedure for using the toilet:

I can pull down my pants ☐

I need support to pull down my pants ☐

I can sit on the toilet independently ☐

I need support getting onto the toilet ☐

I can wipe myself clean independently ☐

I need support to wipe myself clean ☐

I can pull up my pants ☐

I need support to pull up my pants ☐

I can wash my hands independently ☐

I need support to wash my hands ☐

I can be left to sit on the toilet independently ☐ I need full support when sat on the toilet ☐

Notes:

(Parent/Carer) By signing this plan, I agree that I will provide school with the correct materials (nappies, wipes, spare clothes etc) to support the intimate care plan. I agree with the above procedures for my child and I have read and understood the Intimate care policy.

Signed _____

Date _____

Appendix 2

TOILET TRAINING/CHANGING RECORD

(To be completed after each 'intimate care' activity)

Child's Name _____ D.O.B. _____

[illegible]

