



# Intimate Care Policy

**Fairview Community Primary School**

**Reviewed: September 2025**

*Review Due: September 2026*

# 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](#).

It also complies with our funding agreement and articles of association.

## 3. Role of parents/carers

### 3.1 Seeking parental permission

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 (Appendix 2) as part of the admission pack.

For children 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 (see section 3.2 below and Appendix 1).

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 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 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 teaching assistants.

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:

- Training in the specific types of intimate care they undertake
- 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**

### **5.1 How procedures will happen**

#### **Changing a nappy**

- Staff wear disposable gloves.
- Nappies, 'pull ups', gloves and wipes are disposed of hygienically and safely by placing in a yellow bag and disposed of in the clinical bin.
- The changing area will be cleaned after use.
- Hot water and liquid soap are available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels are available for drying hands.
- Children will be reassured at all times and the change should not be rushed.
- Another adult needs to be nearby so they can hear or see this interaction.

The clinical bins are located in the Foundation Stage and the Medical Room and are emptied regularly.

#### **Changing a child who has had an accident**

- Staff wear disposable gloves.
- Small spillages to be dealt with by a member of staff (cleaned with a spray). Larger spillages to be dealt with by Site Manager (Caretaker).

- If a child needs to be changed, then if at all possible, clean clothes are to be handed to them so that they can change themselves.
- Another adult needs to be nearby so they can hear or see this interaction.

The Foundation Stage team will liaise with the School Business Manager to ensure an adequate supply of gloves, wipes, aprons, soap etc.

## **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.

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 DSL via CPOMS.

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 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 (click [here](#) for our policies page):

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions



## FAIRVIEW COMMUNITY PRIMARY SCHOOL

Home-School Agreement for children who are likely to require more than occasional changing while they are in our nursery or school, or children who may need a little assistance when toileting.

### Parents

- Please change your child at the latest possible time before you bring them into nursery or school
- Please provide Fairview with spare nappies or pull ups and a change of clothes
- Please tell the staff at Fairview if your child has any marks or a rash
- Please encourage toilet training, wherever possible.

### Fairview

- We will change your child if they soil themselves or become uncomfortably wet. We will offer toileting assistance, when necessary, to your child
- We will inform you if we change your child, or give assistance and also tell you if we see any marks, rashes or if your child is distressed
- In order to ensure the safety of your child, all children at Fairview and all members of staff, the staff changing your child will wear disposable gloves. They will use soap to wash the child's hands.
- Nappies will be disposed of safely at school
- When staff within the setting/group/school carry out intimate care they will record this on CPOMS and let you know at the end of the day.

<b>Consent form for the delivery of intimate care</b>			
<b>Parent to complete:</b>			
Child's legal name:		Date of Birth:	
Child's known by name:		Class:	
Emergency Contact:			
Please give details of care to be given:			
Agreed words used by the child/adult for intimate body parts (words your child will be familiar with).			
<b>School to</b>			

<b>complete:</b>	
Name of practitioners to deliver care.	
Place of changing & place where child's belongings will be kept.	

Signature of parent/carer:	
Signature of class teacher:	
Date:	
Date to be reviewed:	

**APPENDIX 2**



**Fairview Community Primary School**  
**Permission to provide intimate care**

Name of child	
Date of birth	
Class	
Name of parent/carer	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	
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)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	
<b>OR</b>	
<p>I <b>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 an emergency contact. I understand that if the school cannot reach me or my emergency contact, and my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy.</p>	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	