



Intimate Care Policy

Fairview Community Primary School

Reviewed: September 2026

Review Due: September 2027

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 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 Seeking parental permission

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, changes of clothing)

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 within our admissions pack. See appendix 4.

For children whose needs are more complex or who need particular support outside of what's covered in the consent form, 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.

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 (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 whenever there are changes to a pupil's needs.

See appendix 1 for an intimate care plan.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected 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

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

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/in the classroom 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 dettol wipes). 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 Arrangements

Procedures will be carried out in designated changing areas or toilet cubicles.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with:

- Protective gloves
- Cleaning supplies
- Nappy bins

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wipes, underwear and 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.

Parents will be notified if their child has received intimate care via an Orange Form, see appendix 2, and an accident slip, for Nursery, see appendix 3.

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

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 the medical room and in the Rainforest Room.

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 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

Appendix 1



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 an orange slip that will be placed in your child's school bag.

Consent form for the delivery of intimate care	
Child's legal name:	
Child's known by name:	
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)	
School to complete:	
Name of practitioners to deliver care.	
Place of changing & place where child's belongings will be kept.	

Signature of parent

Date

Signature of SLT

Appendix 2

Fairview Community Primary School – Notification of toilet accident



Dear Parent/Carer of:

Class:

Date & time:

Staff name:

Location of incident:

Brief detail:

Wet

☐

Soiled

☐

Support given:

Independent

☐

Adult
support

☐

Intimate
Care

☐

Other/notes:

Appendix 3

_____ had a toilet accident today that was wet / soiled

Date:

Time:

Changed by:

_____ had a toilet accident today that was wet / soiled

Date:

Time:

Changed by:

_____ had a toilet accident today that was wet / soiled

Date:

Time:

Changed by:

Appendix 3

Fairview Community Primary School

Permission to provide intimate care is within our admission pack

Changing children – Occasionally children may have a toileting accident, we will change clothes and shoes if necessary. I understand this may include intimate care. Should your child require regular intimate care you will be asked to complete an intimate care plan.