

Intimate Care of Children Policy



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

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Responsible Governor's Committee	Quality of Education
Date Reviewed	August 2025
Frequency of Review	Review annually or in the light of changes to legislation or operating experience

CHANGE CONTROL

[illegible]

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
- Children 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 (e.g. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the children 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.

Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

Role of parents/carers

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. Refer to *Appendix 2 Parent/Carer Consent form*

For children whose needs are more complex or who need particular support an intimate care plan will be created in discussion with parents/carers. Refer to *Appendix 1 Intimate Care Plan*

Where there is not an intimate care plan or parental consent for routine care in place, parents/carers 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.

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 annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs. Refer to *Appendix 1 Intimate Care Plan*

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. Refer to *Appendix 1 Intimate Care Plan*

Role of staff

Which staff will be responsible

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.

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 child to have as much participation as possible

Staff will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

Staff will also be encouraged to seek further advice as needed.

Intimate care procedures

How procedures will happen

Procedures will be carried out in the changing/toilet facility located in each building on the school premises.

Staff will inform another member of staff prior to supporting a child to be changed or to use the toilet.

When carrying out procedures, the school will provide staff with the appropriate resources e.g. protective garments, cleaning supplies and designated disposal containers.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, resources, such as nappies/pull ups, 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.

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 the senior leadership team.

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.

Link 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

Appendix 1

Wistaston Academy Intimate Care Plan

Child's Name:	Child's Date of Birth:	Year Group/Class:
Date of Plan:	Review Date:	
Parent/Carer Name(s):	SEND/CO/Lead Staff Member:	
Reason for Intimate Care Plan		
<div><input type="checkbox"/> Medical condition</div> <div><input type="checkbox"/> Disability</div> <div><input type="checkbox"/> Developmental delay</div> <div><input type="checkbox"/> Temporary need (e.g. injury)</div> <div>Other (specify): _____</div>		
Details of Intimate Care Required		
<p>Provide details about the specific type of support the child will need.</p> <div><input type="checkbox"/> Toileting (e.g., help with wiping, changing clothes)</div> <div><input type="checkbox"/> Managing continence aids (e.g., nappies, pull-ups)</div> <div><input type="checkbox"/> Assistance with dressing/undressing for PE</div> <div><input type="checkbox"/> Support with washing or cleaning</div> <p>Description:</p> <p>(Name)_____ <i>requires assistance with changing soiled clothing and cleaning following accidents.</i></p> <p>(Name)_____ <i>uses incontinence products and will need discreet support during the school day.</i></p>		
Facilities and Equipment Required		
<p>Location of changing/toileting area _____</p> <p>Resources/Equipment Needed: changing mat / gloves / wipes / nappy bin</p> <p>Spare clothes provided by: <input type="checkbox"/> Parent <input type="checkbox"/> School</p>		

Privacy Arrangements

- Child will be supported in a designated, private changing area that is separate from general use.
- When an adult is carrying out intimate care support doors will remain ajar and not locked to ensure safety while maintaining dignity.
- Only named staff will provide care, and same-gender staff will be used where possible.
- A second adult will be within hearing distance or visible through a partially open secondary door/window panel for safeguarding.
- Verbal consent will be sought from the child before support is provided each time.

Hygiene and Infection Control Measures

- Staff must wear **disposable gloves and aprons** during all intimate care tasks.
- **Hands must be washed** thoroughly before and after each task using soap and water or alcohol-based sanitiser.
- **Surfaces** (e.g., changing mats, toilet seats) must be disinfected before and after use using **BS EN 1276** or **BS EN 14476** compliant cleaners.
- **All used items** (nappies, wipes, gloves, aprons) must be disposed of in a **designated clinical waste bin**.
- **Soiled clothing** should be placed in a sealed plastic bag, labelled, and sent home—**do not rinse** at school.
- Children showing symptoms of **vomiting or diarrhoea** must be sent home and must not return until **48 hours symptom-free**.
- **Toileting/changing areas must be well-ventilated** where possible.
- Staff must receive regular **training on infection control and hygiene procedures**.
- Every intimate care intervention must be **recorded in a care record**, and repeated patterns or incidents should be flagged for review.

Staff Involved

Named staff trained and responsible for intimate care:

All staff involved must be DBS-checked and trained in safeguarding and manual handling (if needed).

Child's Preferences and Dignity

Child's preferred terminology for toileting or care tasks:

Child's consent and involvement in the process:
e.g. child prefers female staff.

Methods for maintaining dignity, privacy and emotional comfort:
e.g. Child is aware of the plan and has agreed to raise hand discreetly when support is needed.

Parental Involvement and Consent

Parent/Carer to provide:

- ☐ Incontinence supplies
- ☐ Spare clothes
- ☐ Medication (if applicable)

Emergency contact for intimate care-related issues _____

Parent/Carer Signature: _____

School Representative Signature: _____

Child's Signature (where appropriate): _____

Safeguarding Measures

- Always two adults nearby (if not directly involved)
- Record kept of each care incident on personal care record
- Doors not locked (but ensure privacy)
- Staff to report any physical concerns (e.g. marks, bruises) to DSL

Review Arrangements

Plan to be reviewed:

- ☐ Termly
- ☐ Annually
- ☐ As needs change
- ☐ Following any incident/concern

Supporting Guidance

DfE "Keeping Children Safe in Education"
Local Authority Intimate Care Policy
Equality Act 2010 (reasonable adjustments)
UNCRC Article 16: Right to privacy

Appendix 2

Wistaston Academy

Parent/Carer Consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of Parent/Carer	
Address	
I understand that the intimate care provided for my child at Wistaston Academy will be given by familiar members of staff;	<input type="checkbox"/>
I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection	<input type="checkbox"/>
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>I do not 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	