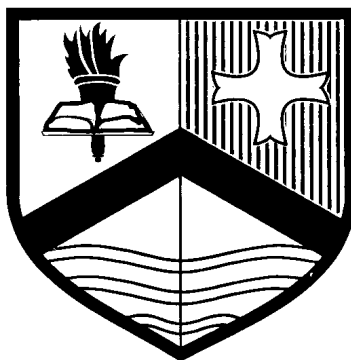


Intimate care policy

Scraptoft Valley Primary School



Written by:	Chloe Ledger	Approved By: Governing Body
Last reviewed on:	22.07.2025	02.10.25
Next review due by:	July 2026	

Introduction

At Scraftoft Valley Primary School, we understand the importance of the responsibility to safeguard and promote the welfare of children. Pupils may require assistance with intimate care as a result of their age, medical needs or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance. This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect. The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

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. This Policy takes its legal framework from the following legislation and statutory guidance:

- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023
- The Children Act 1989
- The Education Act 2011
- The SEND Code of Practice 2014
- Early Years Foundation Stage Statutory Framework 2025

3. Definition of Intimate Care

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, or exposure of, the sexual parts of the body'. These tasks most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Intimate care tasks specifically identified as relevant 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 self-care This list of examples is not exhaustive.

4. 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 have to submit in writing if they feel uncomfortable about a staff member performing intimate care. Should this be the case, the parent will have responsibility to provide intimate care should it be needed for their child.

For children who require intimate care on a daily basis, parents will be asked to sign a consent form and will also be required to attend regular reviews to check progress and actions taken to support their child.

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.

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

Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes Teachers, Teaching Assistants and any other support staff.

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.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake if required
- 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

Safeguarding and best practice

The majority of actions will take place on a one-to-one basis with an adult who has had a DBS check with a barred check list. We acknowledge that it is best practice from a health and safety and safeguarding perspective to have 2 members of staff present. Wherever possible actions will be supported by a second staff member, with exception of first aid treatment that will be conducted by a qualified first aider.

Procedures will be carried out in the bathroom area of the EYFS environment.

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

Protective gloves, wet wipes, nappy bags, changing mat, cleaning supplies and bins. Intimate care will be given to a child who needs or asks for it. Staff will ask children if they would like help and wait for a verbal confirmation of action (for example a nod of the head) before helping the child.

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

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

The changing areas are warm and comfortable for the children and are private from others.

Hot water and soap are available for staff to wash their hands before and after supporting a child and the changing area will also be cleaned appropriately after use.

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

All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Members of staff will get children used to using the toilet and encourage them to be as independent as possible.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

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, underwear and/or 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 child is menstruating and are able to change themselves, they will be allowed access to an adult toilet where sanitary products and bins will be available to them. An adult will not enter the space with them.

Toilets and intimate hygiene

In line with the EYFS statutory framework, we will ensure:

- There are suitable hygienic changing facilities for changing any children in nappies
- Children's privacy will be considered and balanced with safeguarding and support when changing nappies and toileting
- There is an adequate supply of clean bedding, towels, spare clothes and any other necessary items. Although school will have a store of spares, parents are required to supply nappies, wipes and changes of clothes/underwear

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 relevant safeguarding practitioner.

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 by Chloe Ledger (SENCO and Assistant headteacher) in conjunction with relevant members of teaching staff and the senior leadership team on a yearly basis. At every review, the policy will be approved by the governing board and the headteacher.

7. Links 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

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child:	
Date of birth:	
Name of parent/carer:	
Contact number:	
Emergency contact name: Emergency contact number:	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing, 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 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 need 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	
Date	

Appendix 2

INTIMATE CARE REVIEW WITH PARENTS	
Name of child:	
Date of birth:	
Name of parent/carer:	
Contact number:	
Emergency contact name:	
Emergency contact number:	
Actions taken since initial meeting/any changes since initial meeting	
Next review date	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	