Nash Mills CofE Primary School

Intimate Care Policy

Reviewed: September 2026

Ratified: September 2026

Next Review: September 2028

Principles

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing.

The Governing Body will act in accordance with Keeping Children Safe in Education to safeguard and promote the welfare of pupils at this school. The Governing Body and Headteacher will act in accordance with the 'Keeping Children Safe in Education' legislation.

Our school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

This intimate care policy should be read in conjunction with the following

- Child Protection policy
- Health and Safety policy
- First Aid and Medication Policy
- Staff Code of Conduct

The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain and care should be provided in a timely manner.

Staff Training and Guidance

Staff who provide intimate care at Nash Mills CofE Primary School are trained in Child Protection and will have had access to the Health and Safety Policy, which details information around moving and handling as well as best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate. In addition, for those working in roles where there is a high chance that they may need to provide intimate care, this policy will be shared. They will also be spoken to, with the key points from appendix 4, shared by the Early Years Lead or a member of the Senior Leadership Team.

Every child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. All adults who assist children one-to-one must be employees of the school with Enhanced DBS clearance.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as possible.

Wherever possible the expectation is that two members of staff should assist with an intimate procedure, seeking assistance from other staff to maintain appropriate ratios in classrooms. Where this is not possible, it is always advisable for members of staff to inform another adult when they are going to assist a child with intimate care. When assisting a child, the door should remain open, within hearing range, whilst taking care to protect the child's privacy and dignity.

Children who require regular assistance with intimate care have Care Plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. These plans will include a risk assessment to address issues such as moving and handling, personal safety of the child and the carer where needed. This will be updated as necessary.

Parental consent will normally be obtained before staff provide regular intimate care, except where urgent care is required to ensure the child's comfort, dignity, health or safety.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg: has had an 'accident' and soiled him/herself) or where a child has had a toilet accident but has not required assistance from an adult.

Information on intimate care should be treated as confidential and will be initially communicated by email. Parents will be told that they can speak to a member of staff if they wish.

All Care Plans and Intimate Care record sheets will be kept in the rainbow bag.

Child Protection

The Governors and staff at Nash Mills CofE Primary School recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse.

From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be

unrealistic to expect to eliminate these risks completely but, in this school, best practice will be promoted and all adults will be encouraged to be vigilant at all times.

Any concerns arising during intimate care, including unusual marks, disclosures or behaviour, must be reported immediately in line with the school's safeguarding procedures.

Additional safeguards will be in place, for example through the school being sensitive to which staff support pupils; the school will take account of the age, needs, preferences and dignity of the child when determining which members of staff provide intimate care. As an additional safeguard, staff involved in meeting intimate care needs will not usually be involved with the delivery of sex education to the same children, wherever possible.

Medical Needs

Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the care plan and will only be carried out by staff who have been trained to do so.

Any members of staff who administer first aid should adhere to the school's First Aid and Medication policy. If an examination of a child's intimate area is required in an emergency first aid situation, it is advisable to have another adult present and seek the child's permission, with due regard to the child's privacy and dignity.

Appendix 1

Intimate Care Record Sheet

Date	Child initials	Class	Wet?	Soiled?	Assisted? (please include any relevant notes)	Staff initials (all present)	Office informed?

Appendix 2

Intimate Care Messages sent

Message 1

Dear Parent/Carer,
We would like to inform you that your child had a toilet accident today. They did not need adult assistance and changed themselves independently.
Please do not hesitate to contact any of the early years staff with any queries you may have.
Thank you.

Message 2

Dear Parent/Carer,
Your child had a toilet accident today. They required some adult assistance to clean and changed themselves, which was provided by our staff in line with our Intimate Care Policy.
Please do not hesitate to contact any of the early years staff with any queries you may have.
Thank you.

Appendix 3

Intimate Care Plan

Where it is expected that a child may have toilet accidents whilst at school, a Care Plan will be completed to agree the support that they may need. This plan will be reviewed regularly to ensure that it is still appropriate.

Pupil Name		**Class**	
Date of Plan		**Date to review**	
What help might be needed by the child			
How we will keep everyone safe (include manual handling if needed)			
• Wherever possible, two adults will be present or a second will be within earshot to help your child. • Help will be provided in a private space, away from other pupils. • Your child will be encouraged to do what they can, for example pulling trousers up. Staff will help where they are unable. • Any physical contact from staff will be as little as is needed and for as short a time as is needed.			
Signed School		**Signed Parent**	

Appendix 4

Intimate Care

Staff Briefing Points

Respect the child's dignity, privacy and wishes at all times.

When providing intimate care, staff must:

Before providing care

- Explain what you are going to do in language the child can understand.
- Seek the child's agreement where appropriate.
- Encourage the child to do as much as they can independently.
- Wear appropriate PPE (e.g. disposable gloves and apron) where required.
- Ensure another member of staff is aware that intimate care is being undertaken.

During intimate care

- Use only the minimum level of assistance necessary.
- Leave the door open where appropriate and ensure a colleague is nearby or within hearing distance.
- Continuously communicate with the child and reassure them if necessary.

After providing care

- Dispose of waste safely.
- Support the child to return to lessons promptly and comfortably.
- Complete the Intimate Care Record Sheet.
- Ask the office to send a message to parents.

Safeguarding reminders

Staff must report immediately:

- Unexplained marks, bruises or injuries.
- Any disclosure made by a child.
- Any unusual or concerning behaviour.
- Any situation in which the member of staff feels uncomfortable or believes procedures have not been followed.

Remember

- **The child's welfare, dignity and safety are paramount.**
- **Promote independence wherever possible.**
- **Keep accurate records.**
- **Follow agreed care plans.**
- **Seek advice from a DSL if unsure.**