



Whitley Abbey Primary School

Intimate Care Policy

**Approved by
Robbie Walker**

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September 2025**

**Next review due by:
September 2026**

Whitley Vision and Values

Aims and Values

We aim...

- For everyone to be valued, safe and happy.
- To nurture the mental and physical health of everyone through our character values of; kindness, honesty, friendship, courage, resilience, and gratitude.
- To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.
- To strive to open children's minds to life's possibilities and promote citizenship amongst our children.
- To place a great emphasis on developing oracy and a love of reading and vocabulary, empowering all students, to find their voice to succeed in school and life.
- To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.



Hand in Hand we Learn

Core Learning Values

A core learning value is a central belief clearly understood and shared by every member of the school community. We believe in commitment, opportunity, respect and excellence.

By **commitment** we mean that everyone

- shows loyalty to friends, colleagues and the school
- is willing to support and show care for those who need help
- is willing to work to the highest level
- keeps the school rules

By **opportunity** we mean that everyone

- develops confidence through participation
- volunteers in a variety of school situations
- considers their own strengths
- pursues individual interests in a manner which broadens horizons

By **respect** we mean that everyone

- values all members of the school community
- displays good manners at all times
- displays tolerance of others with different points of view and beliefs
- shows respect for the school buildings, facilities and surrounding environment

By **excellence** we mean that everyone

- is proud of personal achievement
- produces work of the highest quality
- sets high standards and personal goals for improvement
- makes best use of talents, time and resources

Contents

| | |
|--|-------|
| 1. Aims..... | 4 |
| 2. Legislation and statutory guidance | 4 |
| 3. Role of parents..... | 5 |
| 4. Role of staff..... | 5 |
| 5. Intimate care procedures | 5-6 |
| 6. Monitoring arrangements..... | 7 |
| 7. Links with other policies | 7 |
| Appendix 1: template intimate care plan | 8 |
| Appendix 2: template parent/carers consent form | 9 |
| Appendix 3: Intimate care procedure staff printout | 10-11 |

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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents 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 which 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

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (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 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 afterwards.

Creating an intimate care plan

Where intimate care is to be provided by school staff, a care plan will be agreed, a document completed between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents 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 considered. If there's doubt whether the child can make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

Sharing information

Whitley Abbey Primary School will share information with parents as needed to ensure a consistent approach. We expect parents to also share relevant information regarding any intimate matters as needed. Staff undertaking intimate care procedures will update child's Medical Checker App to share with parents when an Intimate Care Procedure has been completed.

Role of staff

Which staff will be responsible

Any persons who may carry out intimate care will have this set out in their job description. This includes

- Learning Support Assistant
- Class teacher
- Abbey Oaks Play workers
- 1-1 teaching assistants long standing agency 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 Involved with intimate care will:

- Complete Personal and Intimate Care course online with National College
- Ongoing support in the specific types of intimate care they undertake from EYFS Phase Leader & SENCO
- Annual Safeguarding training and Supervision sessions attended by EYFS Team
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is 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.

Intimate care procedures

How procedures will happen

It is best practice from a health and safety and safeguarding perspective to have 2 members of staff present whilst this procedure takes place.

It is fine for male members of staff to change female pupils as long as they have an enhanced DBS with a barred list check.

Staff will document the time of the nappy change note wet, soiled or dry on the nappy change records and add information about nappy change to Medical Tracker APP and alert parents.

Procedures will be carried out in designated area's to promote privacy and observance- no **SMART technology or devices** to be taken in to designated areas.

Nursery – nappy changing area

Main school – year 1 area disabled toilet with changing facilities

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

- Protective gloves
- Plastic apron
- Masks
- Cleaning supplies
- Changing mat
- Bins

For pupils needing routine intimate care, the school expects parents 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, clearly labelled, and discreetly returned to parents at the end of the day.

Please note staff are **unable** to apply creams and lotions

Guidelines for changing a child with Diarrhoea

Staff should continue changing a nappy if a child has diarrhoea. Diarrhoea can be a symptom of various illnesses, and proper hygiene practices, including nappy changes, are crucial to prevent the spread of infection, prevent skin irritation and protect the child's health.

It's important to change a nappy when a child has diarrhoea and procedures for staff should to follow:

- **Hygiene is crucial:**

Diarrhoea can be contagious, and proper hygiene practices, such as handwashing and changing nappy's frequently, help prevent the spread of germs.

- **Prevent skin irritation:**

Frequent nappy changes can help prevent nappy rash and other skin irritations that can occur with diarrhoea.

- **Staff safety:**

Staff need to wear disposable gloves, apron and masks during nappy changes, and clean surfaces regularly to prevent the spread of infection.

- **Communicate with parents:**

Staff should also inform parents if their child has diarrhoea, as it may indicate a medical condition that requires attention. Staff will check if the child is feeling unwell and has any other symptoms then they will ask parents to collect.

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 Designated Safeguarding Lead Michelle Reeve

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.

Monitoring arrangements

This policy will be reviewed by Michelle Reeve-Designated Safeguarding Lead **with input** from Holly Haines SENCO, Sabrina Bradbury EYFS Lead

This policy will be reviewed annually

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child Protection and Safeguarding
- Health and Safety
- SEN
- Supporting Pupils with Medical Conditions
- Mobile and SMART technology policy.

Intimate Care Plan



| PARENTS/CARERS | |
|---|---|
| Name of child | |
| Type of intimate care needed? Regular continue completing form. Short term consent form only. | |
| How often care will be given | |
| What training staff will be given Is additional training required by health professionals? | National College- Personal and intimate care online course |
| Where care will take place | Designated areas Yr.1 accessible toilet / Nursery |
| What resources and equipment will be used, and who will provide them? | |
| How procedures will differ if taking place on a trip or outing | Assessment of needs to be completed. Trip lead on risk assessment to identify facilities available. |
| Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan | |
| Name of parent or carer | |
| Relationship to child | |
| Signature of parent or carer | |
| Date | |
| CHILD | |
| Do you mind having a chat when you are being changed or cleaned? Likes and dislikes | |
| Signature of child | |
| Date | |



Parent/Carer Consent Form

| PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE | |
|--|--|
| Name of child | |
| Date of birth | |
| Name of parent/carers | |
| Address | |
| <p>I give permission for the school to provide regular appropriate intimate care to my child (e.g. changing soiled clothing, cleaning and toileting). (care plan must be in place if not covered in EHCP)</p> <p>I give permission for the school to provide short term intimate care as and when necessary and support toileting (no care plan required for short term)</p> <p>Reviewed termly.</p> | |
| <p>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)</p> | |
| <p>I understand the procedures that will be carried out and will contact the school immediately if I have any concerns</p> | |
| <p>I do not give consent for my child to be given intimate care (e.g. to be cleaned and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organize 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> | |
| Parent/carers signature | |
| Name of parent/carers | |
| | |
| Relationship to child | |
| Date | |
| Review date | |



Intimate Care Procedure

We recognise that there is a need to treat all children with respect and dignity when intimate care is given.

- No child should be attended to in a way that causes distress, embarrassment or discomfort.
- Children's dignity will be preserved, and a high level of privacy, choice and control will be provided for them.
- Two members of staff are required to provide intimate care to children who will be suitably trained learning support assistants, class teachers, Abbey Oaks playworkers and 1:1 long standing agency staff.
- Staff will work in partnership with parents/carers to provide continuity of care.

PROCEDURES TO FOLLOW

- Check that the changing area is clean.
- Wash hands with warm water and soap, this must be done for each child.
- Obtain changing items including nappies, wipes, and spare clothes if needed.
- Put on fresh gloves; use an apron.
- Lift/ guide the child onto the changing mat or support the child to walk/climb up to the area if appropriate.
- Never leave a child unaccompanied on a changing mat.
- Remove the child's nappy or soiled underwear. Encourage the child to lift their legs (visual prompts or sounds) Ensure if lifting the child's legs this is done with flat hands not fingertips.
- Clean the child with wipes or requested items (cotton wool warm water). Always wipe the genital area from front to back.
- If the child is toilet training, support may be needed on/off the toilet, encourage independent wiping to clean themselves as much as possible (standing Reception-aged children and above). Staff will then provide further support with cleaning where needed.
- Put a clean nappy on the child and secure, ensure edges are out, refasten their clothing. If clothes are soiled change and double bag in nappy sacks.
- Support the child off the changing mat/unit if they have not used the toilet/potty. Promote good hygiene
- Dispose of the used nappy in the provided bin or for re-usable nappies and soiled clothing double bag in nappy sacks. Return all clothing, nappies and resources to appropriate locations.
- Clean the changing area with provided cleaning materials.
- Wash hands with warm water and soap.
- If toilet training, wash the child's hands or support the child to do so independently.

- If any marks, rashes or unusual bowel movements have been witnessed report these accordingly to parents DSL/ DDSL if necessary
- Document the time of the nappy change note wet, soiled or dry on the nappy change records. Add information about nappy change to Medical tracker and alert parents.
- There should be interaction throughout the changing process e.g. through gestures, conversation and songs, talking them through each stage helps children understand what you are doing and why.