



'Living and Learning through Christ'

Intimate care policy

Approved by:

Vicky Palmer- Deputy
Head

Adopted: Term 5 2025

Non- Statutory Policy

Last reviewed on:

Term 5 2026

Next review due by:

Term 5 2027

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 every child 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 child 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.

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.

If your child attends our pre- school we ask that you provide them with ;

- A spare change of clothes
- Nappies or Pull Ups (if needed)
- Wet wipes
- Spare underwear

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers

Where there isn't a consent form 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.

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 appropriate) 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 and updated whenever there are changes to a child's needs.

Role of staff

Anybody who may need to carry out intimate care will have this set out in their job description.

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.

St Bernadette Catholic Primary School is committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise the need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

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, health and safety procedures

Staff will be encouraged to seek further advice as needed

Intimate care procedures

How procedures will happen

- Children are changed in the children's toilets or their classroom if they have had an accident. In pre-school we will also use the changing mat on the floor. The door will be left ajar
- Staff will wear disposable gloves and a disposable apron for each nappy change. Soiled nappies are bagged and placed in the outside bins away from the pre-school.
- The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
- Staff and child will wash their hands after completing changes
- Staff will inform parents/carer at the end of the day about any changes/accidents
- Any soiled clothing will be contained securely and discreetly returned to parents/carers at the end of the day.
- If children in YR upwards have an accident/require intimate care this will be recorded on CPOMS as well as communicated to parents
- For pupils needing routine intimate care, the school expects parents/carers to provide 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.

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 to the DSL or Deputy DSL and record on CPOMS.

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 HT/DHT and record it on CPOMS. Parents will be informed

If a child makes an allegation against a member of staff, the responsibility for the 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 annually.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.