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| **Statutory:** | Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated |

# Intimate Care Policy

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| **Approved by:** | **V Lawrence** |
| **Date:** | **July 2026** |
| **Next review date:** | **31 July 2027** |

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| **Adopted by school:** | **Tackley CE Primary School** |
| **Date:** | **September 2026** |

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# 1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, privacy, 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.

# 2. Legislation and statutory guidance

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- Keeping Children Safe in Education
- Early Years Foundation Stage (EYFS) statutory framework

It also complies with our funding agreement and articles of association.

# 3. Role of parents/carers

## 3.1 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.

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

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), parents will be asked to:

- Sign a consent form
- Provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

## 3.2 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 twice a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

See appendix 1 for a template plan.

## 3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected to also share relevant information regarding any intimate matters as needed.

# 4. Role of staff

## 4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their contract or job description. This includes EYFS Class Teachers and Teaching Assistants.

No other staff members can be required to provide intimate care.

All staff at the school and or nursery 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.

K Ward (Head Teacher and DSL) and V Lawrence (EYFS Lead and DSL)will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

## 4.2 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 and health and safety procedures

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

# 5. Intimate care procedures

During nappy changes, toileting and any intimate care procedure, the school/nursery will balance children's privacy with safeguarding and support needs.

## 5.1 Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, 1 member of staff will be present with each child, except for circumstances where:

- 2 members of staff are needed to:
    - Safely handle a child who needs to be assisted
    - Use equipment such as a hoist
- There is a known risk of false allegations by the pupil

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support. We will train 2-3 members of staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also people known to the child.

At our school/nursery male members of staff may be allocated to change female pupils or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parents/carers and pupil, if appropriate.

## 5.2 Arrangements

Procedures will be carried out in the Anning Class cloakroom area, which is sectioned off from the main classroom and contains all intimate care and changing facilities. When intimate care is being provided, this area will be closed to other children to ensure the privacy and dignity of the child being supported.

During these times, children may use the toilet facilities in the former Darwin Class area. This ensures that access to toilet provision is maintained while intimate care procedures are taking place.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with: protective gloves, protective face masks, nappy bags, spare wet wipes cleaning supplies, changing mats and bins.

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, clearly labelled and discreetly returned to parents/carers at the end of the day.

Intimate care is recorded on a school intimate care form, which includes the date and time of the procedure, the staff members involved, and any relevant observations, such as concerns relating to skin integrity.

Parents/carers are informed whenever intimate care has been provided. This communication may take place verbally at collection time or, where appropriate, via a telephone call.

## 5.3 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.

Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

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 Head Teacher and DSL.

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.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

## 5.4 Specific procedures for nappy changing in nursery/early years

**Tackley School Nappy changing procedure**

**Preparation and Hygiene**

- Staff wash their hands before and after each nappy change.
- Disposable gloves and aprons are worn throughout the procedure.
- All equipment is prepared in advance and the changing area is cleaned before and after use.

**Location**

- Nappy changing takes place in the designated changing area within the EYFS setting.
- The area is closed to other children during use to ensure privacy and dignity.

**Changing and Disposal of Soiled Items**

- Children are supported to participate in the process as independently as possible.
- Soiled nappies, wipes and PPE are disposed of in the designated waste bin.
- Soiled clothing is sealed in a bag and returned to parents/carers.
- The changing area is cleaned and disinfected after each use.

**Record Keeping**

- Each nappy change is recorded on the school's Intimate Care Record Form.
- Records include the date and time, staff involved, care provided, and any relevant observations, such as concerns regarding skin integrity.
- Parents/carers are informed as appropriate, and records are stored securely and confidentially.

## 5.5 Specific procedures for toileting accidents

Where pupils are starting school without having been toilet-trained, staff will work with the pupil's parents/carers to agree on a care plan.

The school will record the number of soiling incidents in school, and liaise with the pupil's parent/carers about:

- The outcomes of relevant medical appointments attended by the child
- Whether there is a change in the pattern of soiling incidents, at home or at school
- Whether the current plan is working

**Tackley School Toileting Accident Procedure**

- Children are supported calmly and sensitively following a toileting accident, with their dignity and privacy maintained at all times.
- Staff wear disposable gloves and aprons and follow appropriate handwashing and hygiene procedures.
- The child is supported to clean themselves where appropriate, or assisted by a member of staff in line with the school's intimate care procedures.
- Soiled clothing is placed in a sealed bag and returned to parents/carers.
- Any contaminated surfaces are cleaned and disinfected immediately.
- The incident and any care provided are recorded on the school's Intimate Care Record Form, and parents/carers are informed as appropriate.

## 5.6 Management of menstrual care

All staff will be sensitive to the fact that:

- Girls at our school may start to menstruate
- While there is no shame or stigma attached to this, those pupils may wish to deal with it discreetly

The school will offer sensitive and practical information to pupils about:

- Where period products and clean underwear are stored.
- How to use period products.
- How to dispose of used products hygienically and correctly.
- Who they can speak to if they require help or reassurance.

Sanitary towels and clean underwear are available in the cupboard in Attenborough Class. Pupils may access these discreetly themselves or ask a member of staff for support.

Staff will not directly assist with the physical act of changing sanitary products unless this has been specifically requested by the pupil and agreed with their parents or carers as part of an individual care plan due to identified additional needs.

Age-appropriate education about puberty, menstruation and menstrual hygiene will be provided through the school's PSHE curriculum.

# 6. Additional guidance for children under two (0–2 years)

This section applies specifically to children under the age of two and should be read alongside all other sections of this policy.

## 6.1 Individual care and key person approach

For children under two, intimate care will be closely aligned with the key person system. Wherever possible:

- The child's key person (or a consistent familiar adult) will carry out intimate care routines
- Care routines will form part of the child's individual daily care pattern, supporting attachment and emotional security
- Staff will respond promptly to children's needs, recognising that delays in care can cause distress and impact wellbeing

## 6.2 Care routines as part of learning and development

Intimate care for under-twos will be treated as an important part of:

- Building secure attachments and trust
- Supporting communication and language development through responsive interaction (e.g. talking, eye contact, reassurance)
- Promoting personal, social and emotional development
- Staff will engage positively with children during care routines, ensuring they are calm, respectful and unhurried experiences.

## 6.3 Nappy changing and hygiene procedures

In addition to section 5.4, the school/nursery will ensure that for children under two:

- Nappy changing facilities are safe, hygienic, and purpose-designed
- Children are checked regularly and changed as needed to maintain comfort and prevent infection or soreness
- Staff follow strict hygiene procedures, including use of PPE and effective handwashing before and after each change
- All waste is disposed of safely and in line with health and safety requirements

## 6.4 Staffing ratios and supervision

Intimate care will always be carried out in line with EYFS staffing ratio requirements for under twos. In particular:

- Staffing levels will ensure children are supervised at all times, even when a member of staff is changing a nappy
- The environment will be organised so that staff remain within sight or hearing of colleagues, balancing privacy with safeguarding
- No member of staff will be placed in a situation where they are isolated in a way that compromises safeguarding procedures

## 6.5 Communication with parents/carers

The school/nursery will maintain regular, open communication with parents/carers of under-twos, including:

- Sharing information about nappy changes, toileting, and any concerns (e.g. rashes, changes in patterns)
- Following parents' preferences and routines where possible, to provide consistency between home and setting
- Working collaboratively to support transitions (e.g. weaning, early toilet awareness)

## 6.6 Safeguarding and wellbeing

Due to their age and vulnerability, children under two require heightened safeguarding awareness. Staff will:

- Be vigilant to any signs of discomfort, distress, or unusual marks and report concerns in line with safeguarding procedures
- Ensure all handling is gentle, respectful, and developmentally appropriate
- Never carry out intimate care in a rushed or intrusive manner

# 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
- PSHE policy

# 8. Monitoring arrangements

This policy will be reviewed by Trustees annually. At every review, the policy will be approved by LGB and headteacher.

# Appendix 1: template intimate care plan

| **Parents/Carers** | |
|---|---|
| Name of child | |
| Type of intimate care needed | |
| How often care will be given | |
| What training staff will be given | |
| Where care will take place | |
| What resources and equipment will be used, and who will provide them | |
| How procedures will differ if taking place on a trip or outing | |
| 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** | |
| How many members of staff would you like to help? | |
| Do you mind having a chat when you are being changed or washed? | |
| **Signature of child** | |
| **Date** | |

# Appendix 2: template parent/carer consent form

| **Permission for school to provide intimate care** | | |
|---|---|---|
| Name of child | | |
| Date of birth | | |
| Name of parent/carer | | |
| Address and contact details | | |
| I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting) | | Yes/No |
| 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) | | Yes/No |
| I understand the procedures that will be carried out and will contact the school immediately if I have any concerns | | Yes/No |
| 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).<br>Instead, the school will contact me or my emergency contact(s) and I will organise for my child to be given intimate care (e.g. be washed and changed).<br>I understand that if the school cannot reach me or my emergency contact(s), 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. | | Yes/No |
| **Parent/carer signature** | | |
| **Name of parent/carer** | | |
| **Relationship to child** | | |
| **Date** | | |