

Intimate Care Policy

Wallisdean Federated Schools



Approved by:	FGB	Date: Autumn 1 2025
Last reviewed on:	3/9/25	
Next review due by:	Autumn 1 2026 – EY Leader	

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.

Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

Child protection Policy

Safeguarding Policy

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

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 permission 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.

Parents/Carers are required to provide spare clothing – even if the child is toilet trained, in case of accidents.

Parents/Carers should change their child at the latest possible time for bringing them to school

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 (when 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 regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 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.

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 job description. This includes Teachers, Teaching Assistants, Early Years Managers, Early Years Practitioners, and Key Workers.

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.

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.

Intimate care procedures

5.1 How procedures will happen

Infant School: There will be one member of staff assisting children and they will be talked through cleaning themselves up and changing themselves, the children will be encouraged to be independent in this task. Parents/Carers may send in wet wipes if they feel their child will require them. These will be disposed of in a yellow bag in the yellow bin waste. In the event that the child cannot clean themselves up, parental consent will be immediately sought to aid the child or the parent may choose to come in to assist. A care plan will then be put together so that in future events two members of staff can accompany the child to the shower room to be cleaned. 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.

Infant School: Nappy changing when required, will be carried out in the accessible bathroom located in the infant school hallway by two members of staff because the door will be closed and locked for the child's privacy. (due to their age). Nappy changes will be recorded on relevant individual changing logs.

Pre-School: Procedures such as nappy changing/ changing wet clothing will be carried out in the washroom located in the Pre-School room by one member of staff. The door will always remain open with at least one other member of staff in Pre-School room.

Procedures will be carried out in

Infant School: Changing procedures will be carried out in either the Year R toilets, KS1 toilets or disabled toilet/shower room. Nappy changes as above.

Pre-School: in the washroom which is located in the Pre-School room

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

Protective gloves, aprons, cleaning supplies, changing mats and bins. Overshoes for use in the shower.

For Pre-School children needing routine/regular intimate care, parents/carers must provide: Nappies, wipes, cream (if required) and spare changes of clothes including pants/socks daily in the child's bag

For Infant School pupils needing routine/regular 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 pull-ups, underwear and/or a spare set of clothing. In addition to this, children who need showering will require a towel and soap which will be agreed on their individual care plan.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

5.2 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 a Designated Safeguarding Lead

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 The Early Years Leader every three years. At every review, the policy will be approved by the Governing Body of the Wallisdean Federated Schools.

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

Ratified by FGB: Autumn 1 2023

Review due: Autumn 2026

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	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

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	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and 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 any concerns	<input type="checkbox"/>
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). 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). 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.	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	