



Issue number:	001
Responsible:	Headteacher
Approved by:	
Date:	September 26
Review date:	September 27

Intimate Care Policy

Policy Statement

This policy sets out Westfield Primary School's approach to providing intimate and personal care for pupils who require it. Intimate care involves physical assistance with tasks that most children can carry out independently, such as toileting, washing, dressing or eating. Some pupils may require more specialised support due to medical, physical or developmental needs.

Our aims are to:

- Safeguard the dignity, rights and wellbeing of children.
- Provide clear guidance and protection for staff.
- Reassure parents/carers that their children are cared for safely and respectfully.

All staff must undertake their responsibilities in a way that protects children's dignity, privacy and welfare.

Legal Framework

This policy is informed by:

- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice (2015)
- Keeping Children Safe in Education (KCSIE 2026)
- Working Together to Safeguard Children (2023)
- Health & Safety at Work Act 1974

Under the Equality Act, children must not be discriminated against due to delayed continence or personal development needs. Delayed continence must never be used as a reason to refuse admission or exclude a child from activities.

Where continence delay is linked to medical or SEND needs, a Health Care Plan will be prepared by the SENCO in partnership with parents/carers and relevant professionals.

Definitions

Intimate Care

Intimate care involves touching or supporting a child in personal, private areas. This includes:

- Changing nappies or pull-ups
- Dressing/undressing (underwear)
- Helping a child use the toilet
- Washing or showering
- Cleaning intimate body parts

- Managing continence equipment

Personal Care

Personal care is less intrusive and relates to physical support with daily tasks, including:

- Skin care or applying external medication
- Feeding
- Administering oral medication
- Hair care
- Dressing/undressing (outer clothing)
- Washing non-intimate body parts
- Prompting to use the toilet

Positive Approaches to Intimate/Personal Care

Staff will:

- Get to know the child in other contexts to understand communication and comfort levels.
- Respect cultural or religious sensitivities.
- Use the child's name and speak in age-appropriate ways.
- Explain clearly what is happening and why.
- Use agreed terminology for body parts and bodily functions.
- Respect the child's preferred sequence of care.
- Provide visual cues (e.g., showing a clean nappy or flannel).
- Encourage independence wherever possible.
- Seek permission before undressing a child.
- Provide privacy and modesty.
- Keep records of care and note any changes in behaviour or presentation.

Roles and Responsibilities

Governing Body

- Ensure appropriate documentation is in place.
- Monitor implementation.
- Review annually.

Headteacher

- Implement the policy.
- Ensure staff understand and follow procedures.
- Ensure compliance with safeguarding and health & safety requirements.

EYFS Staff

- Develop and review intimate care plans with parents/carers.
- Support staff in creating risk assessments.

SENCO

- Liaise with medical professionals and external agencies.
- Support staff with SEND-related intimate care needs.

All Staff

- Follow this policy and health & safety procedures.
- Report concerns immediately.
- Maintain professional boundaries and safeguarding awareness.

Management of Intimate Care Needs

- Intimate care needs will be identified early, ideally during induction or transition.
- Staff providing intimate care must follow best practice and use appropriate equipment.
- Staff must inform another adult before providing intimate care.
- Two adults are not legally required, but may be used where staffing allows or where risk assessment indicates.
- Staff will adapt practice as children develop (e.g., puberty, menstruation).
- Staff involved in intimate care should not deliver sex education to those pupils.
- Children will be encouraged to do as much as possible independently.

Intimate Care Plans

Plans will be created for children who require regular support and will include:

- Specific care needs
- Medical/SEND information
- Equipment required
- Staffing arrangements
- Safeguarding considerations
- Parent/carer preferences

Plans will be reviewed regularly.

Gender Considerations

Where possible, children will be supported by an adult of the same sex. However, where this is not possible, care will still be provided to avoid neglect.

Nappy Changing Procedures

- Respect each child's privacy.
- Encourage independence where possible.
- Follow the rota or agreed times for checks and changes.
- Use PPE (gloves, aprons).
- Clean changing mats and areas with school-approved antibacterial solution.

- Mop spillages using appropriate equipment.
- Dispose of nappies in designated nappy bins.
- Record all changes using agreed codes:
 - **CD** = Changed/Dry
 - **CW** = Changed/Wet
 - **CBM** = Changed/Bowel Movement

Children should be changed at scheduled times even if dry. Persistent dryness should trigger a review with parents/carers.

If concerns persist, staff must notify the EYFS Lead or SENCO.

Record Keeping

Staff must complete:

- Toileting support assessment
- Record of discussion with parents/carers
- Consent for intimate care
- Intimate Care Plan
- Record of intimate care interventions

Accurate records protect children and staff.

Safeguarding

Safeguarding procedures must always be followed.

Staff must report:

- Non-cooperation from parents/carers
- Physical marks, bruises or soreness
- Distress or discomfort linked to a particular staff member
- Any disclosure made during intimate care

Concerns must be reported immediately to the DSL or DDSL.

If a child becomes unhappy with a particular staff member providing care, staffing arrangements will be reviewed and parents/carers informed.

All staff must confirm they have read this policy.

Appendices

The following appendices are included:

- **Appendix 1:** Permission for Intimate Care
- **Appendix 2:** Record of Intimate Care Intervention

- **Appendix 3:** Toileting Plan

Appendix I: Permission for Intimate Care

Westfield Primary School

Date: _____

Child's Name: _____

Date of Birth: _____

Class: _____

Parent/Carer Name(s): _____

Parent/Carer Consent

I/we give permission for staff at Westfield Primary School to provide the intimate care detailed in my child's Intimate Care Plan. I/we will inform the school immediately of any changes that may affect this provision.

Parent/Carer Signature: _____ **Date:** _____

Child Consent (where appropriate)

I give permission for staff to help me with the intimate care described in my plan.

Child's Signature: _____ **Date:** _____

Appendix 2: Record of Intimate Care Intervention

Child's Name: _____ Class: _____

Name(s) of Staff Providing Care:

Date	Time	Procedure	Staff Signature	Second Staff Signature

Codes

CD – Changed/dry

CW – Changed/wet

CBM – Changed/bowel movement

Appendix 3: Toileting Plan

Westfield Primary School

Child's Name: _____

Date of Birth: _____

Date Plan Agreed: _____

Record of Discussion with Parents/Carers

Working Towards Independence

(Examples: timed toileting, visual cues, rewards, communication strategies)

Arrangements for Nappy/Pad Changing

(Examples: who will carry out changes, location, privacy arrangements)

Level of Assistance Needed

(Examples: undressing, dressing, handwashing, verbal prompting)

Infection Control Measures

(Examples: PPE, disposal procedures, cleaning routines)

Sharing Information

(Examples: nappy rash, marks, cultural practices, communication with parents)

Resources Required

(Examples: toilet seat, step, nappies/pull-ups, creams, spare clothes)

Signatures

Parent/Carer Signature: _____

Date: _____

Staff Signature: _____

Date: _____