



Bishopstone CE Primary School

Intimate Care Policy

Date reviewed: July 2026

Signed by the Chair of Governors:

Signed by the Headteacher:

Date of next review: January 2027

Version No	Date	Change/Review
V1.0	July 2026	Policy adopted

1. 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, support involving personal hygiene or the intimate areas of the body.

2. Legislation and statutory guidance

This policy complies with the statutory safeguarding guidance outlined in the latest version of *Keeping Children Safe in Education* which is also referred to in our school Safeguarding and Child Protection policy. 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, an intimate care plan will be created in discussion with parents/carers.

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 remain responsible for ensuring sufficient supplies are available.

For children who attend reception, parents are made aware that the EYFS team are on hand to offer advice on how to toilet train and are put in contact with relevant support from health visitors. Toileting concerns for all children can be referred to the school nurse.

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. Guidance from Swindon Borough Council is used to inform this plan.

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.

4. Role of staff

4.1 Who will be responsible?

Staff involved in the development of the Intimate Care Plan will carry out intimate care procedures. Other staff may provide support.

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 will staff be trained?

Staff will receive:

- training in the specific types of intimate care they undertake when the care is beyond personal hygiene e.g., changing a colostomy
- regular safeguarding training
- manual handling training (if necessary) that enables them to remain safe and for the pupil to participate as much as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school.
- The hygiene and health and safety procedures.

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

5. Intimate care procedures

5.1 How will procedures happen?

Wherever possible, 2 members of staff should be present when intimate care is happening. The school will not discriminate against staff on the basis of gender; therefore, male members of staff that have an enhanced DBS check are permitted to change female pupils.

Intimate care procedures will be carried out in a suitable space.

When carrying out procedures, the school will provide staff with protective gloves and aprons, blue roll paper, cleaning supplies, changing mats and a bin. Hot water and liquid soap are available for washing hands after changing, as well as a hand dryer and paper towels.

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. We aim for this to be completed as swiftly as possible with reassurances given to the child. However, if a child becomes distressed or is too soiled parents may be called.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day. Nappies will be put in a nappy sack and hygienically disposed of.

A record will be kept of when intimate care has taken place and which members of staff were supporting at the time. Records will be stored securely in accordance with the UK GDPR and Data Protection Act 2018 (see Appendix 3).

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 the Safeguarding Team.

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.

6 Monitoring arrangements

This policy will be reviewed twice a year by the Senior Leadership Team, with the next review date in January 2027. At every review, the policy will be circulated to the governing board.

7 Links with other policies

This policy links to the following policies and procedures:

- Accessibility Plan
- Safeguarding Policy
- Health and Safety Policy
- SEN Report
- Special Educational Needs and Disabilities (SEND) policy
- Supporting Pupils with Medical Conditions Policy
- Equality Policy

Appendix 1 – Intimate Care Plan

INTIMATE CARE PLAN	
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: January 2027

Reviewed by:

Appendix 2 – Permission for school to provide intimate care

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)	☐
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)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
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.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Appendix 3 - Intimate Care Record

Date	Time	Child	Care given	Adults present (with signature)