



Dane Bank Primary School

"Dream it. Believe it. Achieve it. Together, it is possible..."

Intimate Care Policy

This Intimate Care Policy was reviewed and amended by Joanne Lennon, Headteacher	<i>June 2026</i>
This Intimate Care Policy was approved by the Local Governing Committee in	<i>June 2026</i>
The Intimate Care Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<i>June 2027</i>

1. Aims and Ethos

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.

The pastoral care of our children is central to the aims, ethos and teaching programmes within our school and we are committed to developing positive and caring attitudes in our children. It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas. In school this may occur on a regular basis or during a one-off incident.

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 and provide an adequate supply of necessary items, e.g. – nappies, wipes, creams, changes of clothing.

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 (see section 3.2 below). Electronic copies of the consent form and care plans will be uploaded to Medical Tracker.

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.

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. For children with Education,

Health and Care Plans (EHCPs) that have intimate care needs, this will be referenced during the annual review process to consider whether any changes need to be made to plans or procedures.

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. For children who do not communicate verbally, the communication tools the child is familiar with, e.g. – visuals, communication boards, will be used to support their understanding.

The plan will be reviewed and updated annually, even if no changes are necessary, 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. We may at times need to share the plan with relevant health professionals however would seek consent from parents/carers before doing this.

4. Role of staff

4.1 Which staff will be responsible?

Any staff who may need to carry out any intimate care duties will be consulted with beforehand to ensure they feel comfortable and supported to do so.

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.

The Special Educational Needs Co-ordinator (SENDCO) 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 included in any meetings with professionals that focus on a child's intimate care needs and encouraged to seek further advice as needed.

5. Intimate care procedures

During nappy changes, toileting and any intimate care procedure, Dane Bank Primary School 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.

Where possible, we will try to ensure there are 2 members of staff present during intimate care procedures. However, this is not always possible. For example, in our Resource Provision class there may be multiple children needing intimate care support and so it may mean that a member of staff has to undertake this independently. Where this is the case, staff will ensure they communicate with their year group colleagues following intimate care procedures to confirm there have been no issues or concerns.

There may be circumstances where it is essential that there are 2 members of staff present during intimate care procedures. This may include:

- If 2 members of staff are needed to:
 - Safely handle a child who needs to be assisted
 - Use equipment such as a hoist
- If 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 Dane Bank Primary School, 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 nearest toilets to the classroom. For children who may need to lie down to be changed, there will be appropriate changing mats in those areas. For children in our Resource Provision, or those who need more space, the accessible toilet next to Kid's Club, should be used. The accessible toilet has a manually operated rise and fall changing bed to support intimate care for children who need to lie down. This must be used to maintain dignity of the children, avoid them lying on the floor and support manual handling protocols for staff.

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. Staff should ensure basic hygiene routines are followed – this includes ensuring that PPE is worn; ensuring the area used for the intimate care procedure is clean and sanitary and that hand washing guidelines are followed both before and after.

When carrying out procedures, the school will provide staff with relevant PPE, including, protective gloves, 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.

Instances of intimate care will be recorded on the Medical Tracker system and shared electronically with parents towards the end of the school day.

Explain if/how instances of intimate care are recorded (including, for example, date/time, staff involved, any relevant observations such as skin integrity) and reported to parents/carers, if appropriate.

Examples of intimate care	
Assisting a child to change his / her clothes	This is more common in our Foundation Stage or Year 1. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff should make another member of staff aware they are going to change a child. Intimate or personal care procedures should not involve more than one member of staff when changing children. If staff are concerned in any way, parents will be sent for and asked to assist their child and informed if the child becomes distressed.
Changing a child who has soiled him/herself ('one off' incident)	If a child soils him/herself in school, the child will be given the opportunity to change his / her underwear in private and carry out this process themselves. School will have a supply of wipes, Personal Protective Equipment (PPE) such as aprons, gloves or visors and clean underwear and spare uniform for this purpose.
Changing a child who has soiled him/herself (where an Intimate Care Plan is in place)	All procedures involved in changing the child should be in line with the Intimate Care Plan for that child. If staff are unsure what these procedures are, or are not familiar with the plan, they should not perform intimate care until they have seen the plan and discussed this with the Class Teacher or SENDCO and/or a member of SLT as appropriate.

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.

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 Designated Safeguarding Lead (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 and appropriate action will be taken. If there is other evidence which indicates a safeguarding concern relating to a member of school staff, 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

At Dane Bank Primary School, we understand that starting at an Early Years setting is always an important and challenging time for children and their parents, it is also a time of very rapid development change for all children. As with all development milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. Before children begin our Nursery, we encourage all parents to toilet train their children. If staff and parents have concerns about a child's progress in toilet training we will advise that they liaise with their Health Visitor if the child is younger than 5 or the School Nurse if they are 5 or older.

However, we understand that when children start the Nursery they may be at many different stages, for a variety of reasons children may:

- Be fully toilet trained
- Have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting

- Be fully toilet trained at home but have accidents in the setting, or vice versa
- Be nearly there but need some reminders and encouragement
- Not be toilet trained but respond well to a structured toilet training process
- Have additional needs and may require some help with some or all aspects of intimate/personal care.

If a child is not yet fully independent with toileting, staff will work with the parents to ensure consistency of care and that we comply with parental wishes with regards to toilet training.

Essential procedures relevant to our Early Years classes are as follows:

- Essential PPE must be used at all times – e.g. - use of disposable gloves, aprons, changing mats etc.
- Staff must maintain good handwashing protocols
- The Early Years pupil toilets can be used for changing/toileting – the accessible toilet can also be accessed and utilized if needed
- Ensure that nappy bins are used when disposing of soiled nappies/wipes etc.
- Soiled clothing will be discretely returned to parents at the end of the school day – the Early Years washing machine and tumble dryer can be used if needed/there is no alternative.
- Medical Tracker must be used to record all incidents of intimate care

5.6 Management of menstrual care

All staff will be sensitive to the fact that:

- Girls at our school may start to menstruate
- Girls may feel/display a sense of embarrassment, anxiety, nervousness around menstruation and how to manage this in school
- While there is no shame or stigma attached to this, those pupils may wish to deal with it discretely

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

- Where the sanitary products are should they need them
- How to use and dispose of them correctly – pupil toilets in Year 5 and 6 have sanitary bins

Period products are available in the school office and stock is maintained in the Year 5 and 6 classrooms. School will always have a selection of sanitary towels available along with some spare underwear should this be needed.

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs. When girls are menstruating, they may need a 'toilet pass' – an understanding that they can go to the toilet whenever they need to without having to ask each time. This can be arranged on an individual basis.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

6. Monitoring arrangements

This policy will be reviewed by Joanne Lennon, Headteacher annually. At every review, the policy will be approved by the Local Governing Committee.

8. 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

Appendix 1: template intimate care plan

 Pupil Intimate Care Plan 	
This template is to be used with pupils who require regular support with toileting, washing and/or changing	
Name of child	
Relevant medical information	
Any communication needs?	
Type of intimate care needed	
How often care will be given?	
Which staff will be involved?	
Where care will take place?	
What resources/equipment must be used?	
Outline of procedures	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Pupil Voice (if appropriate)	
Is there anything you want staff to know when they help you?	
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	
Confidentiality Agreement	



Pupil Intimate Care Plan



This template is to be used with pupils who require **regular** support with toileting, washing and/or changing

All parties agree that this care plan is to be shared with key staff who will treat all information with confidentiality and will respect the dignity and privacy of the child.

Parent or Carer	Signed:	Date:
SENDCO	Signed:	Date:

This plan will be reviewed annually

Next review date:

To be reviewed by:

Appendix 2: Template parent/carers consent form



Pupil Intimate Care Plan – Parent/Carer Consent Form



Please complete this form to give consent for staff in school to support your child with intimate care needs.

Name of child	
Date of Birth	
Current year group	
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 my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	☐
I have received a copy of my child's Intimate Care Plan	☐
I do not give consent for my child to be washed and changed in case of a toileting accident. Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed. I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.	☐
Parent/carers signature	
Name of parent/carers	
Relationship to child	



Pupil Intimate Care Plan – Parent/Carer Consent Form



Please complete this form to give consent for staff in school to support your child with intimate care needs.

Date	
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