

Offham Primary School



Intimate Care Policy

Date: July 2026

Review Date: July 2027

The aims of this policy are to:

- **Safeguard all pupils requiring intimate care.**
- **Provide intimate care in ways that:**
 - Maintain their dignity.
 - Are sensitive to their needs and preferences.
 - Maximise their safety and comfort.
 - Protect them against intrusion and abuse.
 - Respect the child's right to give or withdraw their consent.
 - Encourage the child to care for themselves as much as they can.
 - Protect the rights of all others involved.
- **Ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.**

Children should be toilet trained on entry to school. Our Early Years team are on hand to offer advice on how to toilet train and they will direct parents to the relevant support (as required). We recognise that all children have different needs and that some children may need additional support due to a medication condition, disability or Special Educational Need. In these cases, parents should contact the Early Years team at the earliest opportunity prior to the child starting in school.

Introduction

All schools and all early years settings and their employers are expected safeguard their children and their welfare in terms of intimate care.

This policy is written in line with the requirements of:-

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

- DfE (2023) 'Keeping children safe in education (2025)'
- [Early Years foundation stage \(EYFS\) statutory framework](#) (Jan 2025)

This policy will be reviewed annually.

Definitions of 'intimate care'

For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Body bathing other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing
- Verbally coaching and supporting pupils to do any of the above.

Statutory Duty of the Governing Body

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school. The governing body of Offham Primary School fulfil this by: -

- Ensuring that arrangements are in place to support pupils requiring intimate care.
- In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child;
- Ensuring that the arrangements give parents and pupils confidence in the school's ability to provide effective support for intimate care.
- Ensure that staff are properly trained to provide intimate care.
- Ensuring that no child with the need for intimate care is denied admission, or prevented from taking up a place in school because arrangements for their needs have not been made.
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing an intimate care policy that is reviewed regularly and accessible to parents and school staff (this policy);
- Ensuring that the policy sets out the procedures to be followed whenever the need arises that a pupil requires intimate care;
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for intimate care at school and how they will be supported to meet their needs.
- Ensuring that the school policy covers arrangements for children who are competent to manage their own intimate care needs;
- Ensuring that the policy is clear about the procedures to be followed for managing intimate care including the completion of written records.
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);

Roles and responsibilities

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.

- Ensuring that the intimate care of children, with medical needs, is carefully planned, including the creation of individual plans following discussions with the parent and the child and with input from the SENCO.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.

All members of staff who provide intimate care are responsible for:

- Undergoing appropriate training for the provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy

Procedures for intimate care

Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if it is necessary;

No child will be left in wet/soiled clothing.

If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child, adhering to the arranged routines.

Stock is kept to ensure there will be clean underwear, wipes and any other individual changing equipment necessary.

Before either verbally supporting or physically changing a child, members of staff will put on disposable gloves and aprons.

Hot water and soap are available for staff to wash their hands before and after supporting a child and the changing area will also be cleaned appropriately after use.

Any soiled/wet clothing will be placed in a tied plastic bag and will be returned to parents at the end of the school day.

Any bodily fluids that transfer onto the floor or surfaces in the toilet area will be cleaned appropriately.

Staff will ensure the privacy of the child at all times and this therefore means that a member of staff will radio for support immediately. Two adults must be present when carrying out the intimate care. Parents will sign to confirm they are happy for this to take place. The members of staff providing intimate care must complete the log detailed below and both must sign it.

All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

Any form of intimate care provided, verbal coaching, physical support etc. will be recorded in the log book and the parents will be informed at the end of the school day.

Parental engagement

The school will liaise closely with parents to establish (where required) individual intimate care programmes for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

The information concerning the child's intimate care plan will be stored confidentially, and the parents and the staff responsible for carrying out the child's intimate care will have access to the information.

The parents of the child are required to sign the Intimate Care Parental Consent Form to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.

In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone in order to gain consent or a request will be made for the parent to attend the setting.

Any changes that may need to be made to a child's personal intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.

For children on a personal intimate Care Plan, parents will be asked to supply the following items for their child's use:

- Wipes, creams etc.
- Spare clothing
- Spare underwear

Safeguarding procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy.

Monitoring and review

This policy will be reviewed annually by the headteacher, EYFS lead and DSL, who will make any changes necessary and communicate these to all members of staff.

The next scheduled review date is September 2026.

All members of staff are required to familiarise themselves with this policy as part of their induction program.

This form is to be completed by the class teacher and signed by parents.

General Intimate Care Parental Consent Form

Name of child:	Name of class teacher:
Date of birth:	Class:

The Parent / Carer:

✓ I have read the Intimate Care Policy.

✓ I agree to ensure my child is toilet trained before entering the setting.

✓ I understand and agree the procedures that will be followed if my child is changed at school.

✓ I understand that if my child has an 'accident' at school, they will be changed in line with this policy.

✓ I understand that if my child has 'accidents' in excess of two times a week then I will be required to attend parent meeting to review and support my child's personal needs.

Signature of parent:	Signature of EYFS teacher:
Date:	Date:

To be printed and kept in a locked cupboard in the school office.

Intimate Care: record book

Childs name	Date	Time	Members of staff providing intimate support. Both must sign	Brief description of intimate care provided.

Personal intimate care plan

Child's Name: _____

DOB: _____

Date of Plan: _____

Name of support staff involved: _____

Area of need: _____

Equipment required: _____

Location of suitable toilet facilities that will be used: _____

Support required: _____

Frequency of support: _____

Signed: Parent/Carer: _____

SENCO: _____