
Responsible body

Title of policy



Governing body

Intimate Care Policy

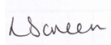
Our vision



We believe that every child is made in the image of God; inherently valuable and unique. Jesus is the light of the world and God has placed the light of the Holy Spirit within each of us: Let your light shine to reach your God-given potential. Let your light shine courageously. Let your light shine as a beacon of hope.

Ratified by the Governing Body: September 2026

Date for review: September 2027

Signed by: 


Chair of governors: Lisa Screen

Head teacher: Tracie Langfield

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Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care.

In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible. The following policy is a model based on best practice.

This policy has been written with reference to:

- EYFS Statutory Framework (2025) safeguarding and welfare requirements
- Equality Act 2010
- Supporting pupils at school with medical conditions (DfE)

It also works alongside:

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Whistleblowing Policy (now required under EYFS 2025)

All staff involved in intimate care receive regular safeguarding and intimate-care training in line with EYFS and school safeguarding procedures.

Aims of this Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents, staff and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

Approach to Best Practice

Astley C.E Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Any child with intimate care needs will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they can. This may mean, for example giving the child responsibility for washing and dressing themselves. Individual intimate care plans will be drawn up for children as appropriate (see Appendix 1) to suit the circumstances of the child.

Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.

All intimate care will take place in the school's access toilet. When adult's are working alone, the door will be left ajar and office staff informed.

If this is the case, the reasons should be clearly documented. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan as well as Appendix 2 - Intimate care and toileting log. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

The Protection of Children

Astley C.E Primary Schools' Safeguarding and Child Protection Procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be investigated, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child

makes allegations against a member of staff, necessary procedures will be followed. (See school; Safeguarding Policy for further information).

All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

Health & Safety Guidance

Staff should always wear an apron and disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin will be collected on a weekly basis as part of the sanitary waste collection.

Any requests from the parents for use of medical ointments/creams, these should be prescribed by the GP and clearly labelled with the child's name. These should not be shared between other children and should be stored in a locked storage facility in line with Astley CE Primary School Administration of Medicines Policy.

Special Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept

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that all physical contact is open to scrutiny. The expectation is that when staff make physical contact with children it will be:

- o For the least amount of time necessary (limited touch)
- o Appropriate, given their age, stage of development and background or in response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

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Appendix 1: Intimate Care and Toileting Parental Consent Form

Name of child:	
Date of birth:	
Class / Teacher Name:	
Care required and how often during the day	
Member(s) of staff who will carry out the tasks – all staff need to be fully aware of toileting/intimate care plan and school priorities	
Name:	
Signature:	
Where will the tasks be carried out and what equipment/resources will be required to safely carry out the procedures:	
<i>All intimate care will take place within the school access toilet.</i> <i>Staff will wear a protective apron and gloves.</i> <i>All waste will be bagged, tied and placed into the sanitary waste bin.</i> <i>Where appropriate, children will be placed on either the wall mounted changing station, wipeable changing mat or asked to stand whilst intimate care takes place.</i>	
Infection control and disposal procedures in place:	
<i>Staff will wear a protective apron and gloves.</i> <i>All waste will be bagged, tied and placed into the sanitary waste bin.</i> <i>Both staff and children will wash hands after any intimate care.</i> <i>Parents will be informed of any possible infection concerns.</i>	
Actions that will be taken if any concerns arise:	
<i>Parents will be notified by a member of Early Years Team.</i> <i>Early Years Lead to be informed and concerns monitored.</i> <i>Safeguarding Policy and procedures to be followed as needed, informing DSL.</i>	
Parent's responsibility to provide:	
<i>Nappies</i> <i>Wipes</i>	

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<i>Cream (if needed)</i>	
<i>Several changes of clothing</i>	
Any Pre-school/Home agreement of care/management plan or communication via Pre-school home diary (if required):	
Other Professionals involved in care/advisory role: (Health Visitor, etc)	
Additional Information:	
I/ We have read the Intimate Care/Toileting Policy provided by Astley C.E Primary Pre-School. We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures proposed	
Name of Parent/Carer:	
Signature:	
Headteacher:	
Signature:	
Date:	

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Appendix 2 — Intimate Care and Toileting Log – *Per Pupil*

Date	Time	Type of Care carried out (toileting, nappy change, other intimate/personal care task)	Carried out by	Signature

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