

Intimate care policy

Kenmore Park Infant & Nursery School



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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 every child are safeguarded
- › Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010 and that children with medical conditions have the right to an education (**Article 28 CRC**) and have the same rights to admission to schools as other children.
- › 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

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children’s intimate personal areas.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents/carers

3.1 Seeking parental permission

Children entering the school into Nursery and Reception are expected to be independent in their toileting. However, the school recognizes that some children may not have reached this milestone, particularly if other needs are present.

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 – see Appendix 2

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below) – see Appendix 1

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. However, the school is not equipped with a wet room or showering facilities. If a child is soiled to the extent that they require extensive, intimate washing, the school will clean the child to the best of its ability but will then contact the parents, requesting they collect the child and wash them at home.

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, where possible, take their preferences on board to make the process of intimate care comfortable and deal 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 annually, 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 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes Welfare Staff and Teaching Assistants.

No other staff members can be required to provide intimate care but may do so at their discretion in line with this policy.

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 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 encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 General philosophy:

Children entering the school into Nursery and Reception are expected to be independent in their toileting. As an Infant & Nursery School, we recognise, however, that children may require changing from soiled or wet clothes clothing due to occasional toileting accidents. Our principle is that when a child can change themselves, they should do so with little input from an adult. Should they require nappy changing or removal of a pull up this should be done in a designated space in the Nursery or main school.

5.2 Care procedures:

One member of staff can change a child from wet or soiled clothes but if intimate care is required (such as wiping) **another member of staff should be present**. This is also the case if there is the risk of false allegations from a child.

If the required presence of another adult reduces the staff/child ratio within the rest of the year group or within an area of the school, a member of staff from another year group may be called upon. Staffing should follow the following order:

1. A member of staff from the class or Year Group
2. A member of staff from the Welfare Room
3. A member of SLT who are not teaching at the time, Deputy Head Teacher & Head Teacher as the first port of call
4. A member of staff from another Year Group.

If space is limited within the designated changing area, the second member of staff may support from the doorway; maintaining the child's dignity.

If a staff member has changed a child 1:1, they should ensure that the class teacher is informed following the procedure.

Male members of staff may change female pupils so long as they have an enhanced DBS with a barred list check and are supervised by another member of staff.

Procedures will be typically be carried out in the following locations:

- The disabled toilet in nursery (for nursery-aged children).
- The small room immediately next to the Welfare Room for children in Reception/KS1 who are able to change themselves. In this instance, the Welfare Assistant/another member of staff will remain outside the room, observing in an unobtrusive manner, but will be available to support the child through making encouraging comments and resources are made accessible for them to address their own intimate care needs e.g. wipes, change of clothing, undergarments, and bags for wet or soiled clothing.
- One of the Reception toilets for children in Reception who may have a medical/developmental need meaning they are still in nappies/pull-ups. In this instance, the following protocols will be followed:
 - Staff accompanying the child will ensure that one of the toilet rooms (there are 2 toilet rooms next to each other each housing 2 toilet cubicles) is empty. They will then close the door to toilet room, ensuring privacy for the child.
 - For standing changes, one member of staff will ensure the child is stable. The other member of staff will be engaged in the intimate care procedure.
- The disabled toilet near the site staff office by the KS1 toilets for children with regular intimate care needs for children in Key Stage 1 and other year groups as required.

When carrying out procedures, the school will provide staff with:

- Protective gloves
- Disposable aprons
- Access to a changing mat
- Access to a bin for the disposal of intimate care materials (this is located in the Welfare room).

Should a changing area require sanitary cleaning following a change, this must be reported to site staff. If this is a regular occurrence, staff will be provided with cleaning materials following appropriate guidelines with support from the site staff (in line with COSHH guidelines).

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.

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 Designated Safeguarding Lead/the Deputy Designated Safeguarding Lead.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be deployed to another member of staff as quickly as possible and the allegation will be investigated according with the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by the Inclusion Lead/SENDCo annually. At every review, the policy will be approved by the governing body.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- The safeguarding policy
- Health and safety
- SEND policy
- Supporting pupils with medical conditions



Appendix 1: template intimate care plan
Intimate Care Plan

Parents/Carers	
Name of child	
Year Group and Class	
Type of intimate care needed	
How often care will be given	
What training staff will be given	Staff will be reminded of the school's procedures in the Intimate Care Policy
Where care will take place	
If changing the child due to toileting issues, is the child able to manage a standing change or do they need to be lying down?	
Is the child usually happy to be changed by an adult or might they struggle/resist? Does anything (such as a favoured object) help to calm them while being changed?	
What resources and equipment will be used, and who will provide them	Parents to provide: a change of clothing; nappies (at least one week's worth in advance); wipes; nappy bags.
The school is committed towards working towards toileting independence for the children in the setting. With this in mind, we would request parental support in the following ways:	
How procedures will differ if taking place on a trip or outing	A change of clothing will be taken and all equipment. The school's risk assessment will look at possible places to change. Parents may also be required attend to support and reduce the anxiety the child may experience regarding changing in an unfamiliar setting.
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Other comments/actions	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Child	

Parents/Carers	
Would you like anything with you to help you feel calm during changing?	
What should we know about you to help you feel comfortable when being changed?	
Signature of child	
Date	
This plan will be reviewed annually/sooner if required.	
Date of next review:	
To be reviewed by:	



PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
I understand that the school is not equipped with a wet room or shower and understand that I may be asked to collect my child if they are so soiled that they require intimate washing.	<input type="checkbox"/>
<p>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).</p> <p>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).</p> <p>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.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	