



Intimate Care Policy

Category	Non-Statutory
Reviewed by	Headteacher
Approved by and when	LGB 25.02.2026
Frequency of review	Annually
Next Review	January 2027

1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed intimate care plans where appropriate.
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are considered at every step.
- 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 which involves the personal care needs of a child. This may include nappy changing, toileting and changing of clothes.

2. Legislation and statutory guidance

This policy complies with Keeping Children Safe in Education (DfE 2025)

3. Links with other policies

This policy has regard to the following policies and procedures:

- Safeguarding and Child Protection
- Health and Safety
- SEND
- Supporting pupils with medical conditions

4. Role of parents

4.1 Seeking parental permission

For children who need routine intimate care parents will be asked to sign a consent form.

For children whose needs are more complex or who need support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents (see section 4.2. below).

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 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 afterwards.

4.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (where appropriate) and any relevant health professionals.

The intimate care plan will be reviewed twice a year and updated accordingly, in addition to whenever there are changes to a pupil's needs identified.

4.3 Sharing information

The school will share information with parents e.g. in EYFS this is managed via the Care Diary element of Tapestry. This platform also allows parents to share relevant information regarding any intimate matters as needed. For other children, approaches to information sharing will be agreed between the school staff and the parents and details will be shared in the intimate care plan.

5. Role of staff

5.1 Which staff will be responsible

All staff at the school who carry out intimate care will have been subject to all necessary checks including an enhanced Disclosure and Barring Service (DBS) check before appointment.

5.2 How staff will be trained

Staff will receive:

- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

Staff 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.

6. Intimate care procedures

6.1 How procedures will happen

The child's nappy/clothing will be changed as appropriate and as soon as possible after soiling. Children who are known to soil frequently but are unaware of this will be discreetly checked at regular intervals.

The dignity and privacy of the child are of paramount importance during intimate care procedures. Children's privacy is considered and balanced with safeguarding and supporting needs when changing nappies and supporting toileting needs.

Procedures will be carried out in an appropriate space e.g. in EYFS the bathroom area. Adults will be made aware that a child is being changed and be on hand to support where necessary. Doors will remain open throughout the intimate care process. Children should be changed standing up where possible, this includes nappy changing and should be encouraged to manage as much of the intimate care process as possible and appropriate. Consideration to the use of the toilet area by other children will be balanced with protecting the dignity and privacy of the child who is being changed.

The school will provide staff with protective disposable gloves and cleaning supplies, and bins so health and safety guidelines are adhered to.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock of necessary resources, such as nappies, wipes, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day or disposed of as directed by parents/carers.

Staff will inform parents/carers where soiling is severe and/ or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

6.2 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 Headteacher.

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.

7. Monitoring arrangements

This policy will be reviewed by the EYFS lead and a DSL annually. At every review, the policy will be approved by the Local Governing Board.

PARENTS/CARERS	
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:

To be reviewed by

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled nappies/pull ups/clothing 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 agree to ensure that my child is changed at the latest possible time before being brought to school in the morning	☐
<p>I will provide the school with nappies, wet wipes and any other changing items required.</p> <p>I will provide the school with spare underwear and clothes.</p> <p>I will wash and return any items of clothing provided by the school.</p>	☐
<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>	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	