



Intimate Care Policy

Haggonfields Primary School

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Next reviewed: July 2027

Contents

1. Aims 3

2. Legislation and statutory guidance 3

3. Role of parents 3

4. Role of staff 4

5. Intimate care procedures 4

6. Monitoring arrangements 5

7. Links with other policies 5

 Appendix 1: template intimate care plan 6

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 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 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 which 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

3.1 Seeking parental permission

All schools, include this:

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.

3.2 Creating an intimate care plan

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

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing 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 will be consulted.

The plan will be reviewed twice a year, 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 as needed to ensure a consistent approach. It will expect parents 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.

No other staff members can be required to provide intimate care.

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 is 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 How procedures will happen

It is best practice from a health and safety and safeguarding perspective to have two members of staff present. A female member of staff will always change a pupil regardless of their gender. Staff will be vigilant and once they spot a child has had an accident, will clean them up and change them promptly. A parent/carer may be called if it is deemed that the child needs to go home for a bath.

Procedures will be carried out in a quiet location e.g. the cloakroom or toilets where one member of staff can change whilst the other member of staff ensures that the child's privacy is respected, maintain their dignity and other children are kept away.

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

For pupils needing routine intimate care, the school expects parents 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 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.

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.

6. Monitoring arrangements

This policy will be reviewed by the Senior Leadership Team annually. At every review, the policy will be approved by The Headteacher.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

INTIMATE CARE PLAN

At Haggonfields Primary School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality or disability. The school will provide an inclusive curriculum, which will meet the needs of all its pupils including those with disabilities, special educational needs, from all cultural backgrounds and faiths and pupils with English as an additional language.

This Intimate Care Plan has been created in consultation between the class teacher and parent/carers of the named child and in compliance with the school's Intimate Care Policy.

Name of child	
Date of Birth	
What type of intimate care is needed?	
Who may perform this care? Is the child able to perform any of this care themselves with support?	
When will this care take place?	
Where will this care take place?	
What resources and equipment will be used, and who will provide them?	
How will procedures differ when on a trip or outing?	

Voice of Pupil:	
What help do you need?	
Who would you like to help you? How many members of staff would you want to be there?	
What can we do to make you more comfortable while you are receiving this care? Eg Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Parent/Carer Permission:	tick
I give permission for the school to provide appropriate intimate care to my child as described in the above plan	
I will advise the school of anything that may affect my child's personal care, (eg if medication changes or if my child has an infection).	
I do not give consent for my child to be given intimate care. Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care.	
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.	

This plan will be reviewed twice yearly.

Signed

Name

Relation to child

Date

Please ensure that school has an adequate supply of products needed to change your child.