



## ASTON TOWER COMMUNITY PRIMARY SCHOOL

### Intimate Care Policy

2025-2026

DATE	APPROVING BODY	REVIEW DATE
March 2025	Full Trust Board	March 2026
16/3/2026	Full Trost Board	March 2027

This policy is linked to our Safeguarding Policy and should be read in conjunction with it. All policies are available on the school website.

## About this policy

At Aston Tower Community Primary School we believe that everyone has the right to be happy, safe and respected in a friendly, stimulating environment. At Aston Tower Community Primary School we are committed to safeguarding and promoting the welfare of children. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

The majority of children will learn and progress within these arrangements. However, those children whose overall attainments, or attainment in specific subjects, fall significantly outside the expected range may have Special Educational Needs and Disabilities.



## **Aston Tower Community Primary School**

### **Intimate Care Policy**

#### **Health and Safety**

- The school has a large toilet space to change a child.
- School provides disposable aprons, gloves, a changing bed, large paper roll, yellow clinical waste bags and appropriate hand washing facilities. Soiled nappies will be placed in a yellow clinical waste bag and placed in the clinical waste bin.
- The changing areas will be cleaned after use using disinfectant spray.
- Warm water and liquid soap are available to wash hands as soon as the task is completed.
- Paper towels are available for drying hands.

#### **Personal care procedures**

Any child that needs to be regularly changed a personal care plan will be agreed with parents. This plan will include:

- Who will change the child (always 2 members of staff).
- Where the changing will take place?
- What resources will be used and who will supply them?
- How the nappy will be disposed of?
- What infection control measures are in place?
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries?

#### **Working in partnership**

We work with parents to encourage children in nursery and reception to be as independent as in age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after using the toilet.

#### **Children protection and Intimate Handling**

- Please see our Safeguarding policy – a copy is on the school website.
- All staff members have an enhanced DBS check.
- Parents must understand that changing a child's nappy will involve intimate handling.
- One member of staff would change the child and another would be present.

- All staff are encouraged to be vigilant for any signs of symptoms of improper practice.
- All staff should be made aware of procedures to follow if a complaint is made against a member of staff.

### **Nappy changing facilities**

There is an accessible facility for changing nappies which is private, safe and protects the dignity of the child.



**Aston Tower Multi-Academy Trust**

**Executive Headteacher: Mr J Moore**

Upper Sutton Street, Aston, Birmingham, B6 5BE

Telephone: 0121 327 0339

Email: [enquiry@astontower.bham.sch.uk](mailto:enquiry@astontower.bham.sch.uk)

Website: [www.astontowerprimary.co.uk](http://www.astontowerprimary.co.uk)

Dear Parent/carer,

If a child wets or soils themselves whilst in school, it is important that measures are taken to have them changed and if necessary, cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mrs Rai-Moore

Deputy Headteacher/SENCo

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Name of Child \_\_\_\_\_ Class \_\_\_\_\_

Please tick as appropriate

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Aston Tower Community Primary School.

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_



**Intimate Personal Care Plan**  
**Aston Tower Community Primary School**

Child's Name: \_\_\_\_\_

Nominated Staff: \_\_\_\_\_

Main areas of need:

- Changing pad
- Wiping bottom
- Cleaning after he/she has emptied their bowels
- Changing his/her clothes

Detailed Plan:

(refer to any toileting plans, dressing or undressing and medical needs)

This plan was written by \_\_\_\_\_ on \_\_\_\_\_

This plan was agreed with parents/carers on \_\_\_\_\_

The child's views were sought for this plan on \_\_\_\_\_ If not, please state why not:

Signed (Head Teacher) \_\_\_\_\_ Date \_\_\_\_\_

Signed (TA, Support Staff) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signed (Parent/carer) \_\_\_\_\_ Date \_\_\_\_\_