

Intimate Care Policy 2026

Dove Bank Primary School



Approved by: J Woodward

Date: 1st September 2026

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Next review due by: 1st September 2027

Introduction

This policy represents the agreed principles for intimate care throughout Dove Bank Primary School. It has been agreed by all staff and governors. The purpose of the policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect
- To ensure children's experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers as to how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the children's right to privacy and dignity is maintained at all times.

It is the school's statutory responsibility to notify parents as soon as possible if school staff feel that the involvement of an outside agency (such as, but not limited to, a family Doctor) would be of benefit to a child for any reason whatsoever. When such suggestions are made to parents, the member of school staff involved should as soon as possible notify the Head Teacher.

Definition

Intimate care is one of the following:

- Supporting a child with dressing and/or undressing
- Providing comfort or support to a distressed child
- Assisting a child who requires medical care and who is not able to carry this out themselves unaided
- Cleaning a child, or helping a child to clean themselves, or who has wet/ soiled him or herself, or who has vomited or who otherwise generally feels unwell

Supporting dressing and undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Reception and Nursery classes. Staff will always encourage children to attempt undressing and dressing unaided.

Children in early years will be have these tasks broken down and modelled so as to learn to do them independently.

Providing Comfort or Support

Children may seek physical comfort from staff particularly children in Nursery and Reception classes. Where children require physical support, staff should be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age and situation of the child.

Where possible staff should only offer comfort in an open or shared space and be visible to other members of the school community. This is to safeguard both children and staff.

If a child touches a member of staff in a way that makes him or her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical Procedures

If it is necessary for a child to receive medicine during the school day, parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It will be made clear to parents that staff administration of medicines is voluntary. Please see our Medicines Policy for more detailed information.

Nappy changing and potty training

At Dove Bank Primary School and Nursery, we take care children from the age of two years old. Children of this age may still be wearing nappies and transitioning into toilet training. NHS guidance explains that most children are ready to begin toilet training from around 18 months to 2 years. We therefore will be supporting parents in toilet training their child in our Nursery, using the strategies they use at home. In order to maintain the child's privacy, nappy changing will take place on a one-to-one basis and wherever possible will be supported by the child's keyworker. Nappies will be disposed of in a separate bin which is emptied regularly, potties will be emptied and cleaned straight after use.

SEND needs

If a child is of school age and is in nappies for medical or SEND needs an intimate care plan will be made and, if not already done, the child will be referred to the relevant team to support further. Nappy changing of children that are of school age will also be on a one-to-one basis with a familiar adult. Any additional assistance needed for staff to ensure privacy and discretion, will be requested through walkie talkies in a discreet manner.

During any nappy changing staff will make sure that:

- The child is encouraged to care for him or herself as much as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and the situation

A record of intimate care will be kept recording who was changed, when and by whom (Appendix 1)

Soiling when toilet trained

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in Nursery or Reception classes may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 2). If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in the situation where the child is at risk, the Head Teacher will direct staff to act appropriately and this may cause some level of physical contact in order to aid the child. When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him or herself as much as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for Staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his or her carer and encourage them to say if they find a carer to be unacceptable

- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

It should be noted that no members of Dove Bank Primary School's staff have a duty to provide Intimate Care as described in this policy written into their Terms and Conditions of Employment and, therefore, no staff have to provide any such care unless they are willing to.

Safeguards for Children

There is an obligation on the school to ensure that staff who have unsupervised access to children undergo police checks. All staff and Governors at Dove Bank Primary School are DBS checked and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. All those working with children are closely supervised throughout a probationary period and are only allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

Appendix One

Letter to parents outlining policy and procedures and to obtain their consent to carry out intimate care

Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely,

Headteacher

I have read a copy of the School's 'Intimate Care Policy.'

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Signed: _____

Name: _____

Name of child: _____ Class: _____

Date: _____

Appendix Two

Intimate Care Record

Date	Time	Pupils Name	Care Needed	Staff Initials

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