



# Intimate Care Policy

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Ferndale Primary School  
School Policies  
MARCH 2025  
Review – 2028

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## 1. Aims

This policy aims to ensure that:

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

All staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times

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

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account

Intimate care is defined as ‘any care which involves washing, touching or carrying out an invasive procedure’ that most children and young people carry out for themselves, but which some are unable to do. Some pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

## 2. Legislation and statutory guidance

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

## 3. Role of parents/carers

### 3.1 Seeking parental permission

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.

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).

Occasionally, children who do not routinely receive intimate care may require this. In this circumstance, staff will need to provide this for a child, following the school's intimate care policy, to make them comfortable and

remove barriers to learning. An adult will be informed that this has taken place afterwards either by telephone call or they will be discreetly spoken to at the end of the day.

## **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 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/carers will be consulted.

The plan will be updated annually at the start of a new academic year, 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 teaching and support staff, including staff on supply.

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 (e.g. Infection control policy)

- 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**

When intimate care is to be provided, the staff member informs a colleague that this is going to take place before taking the child to the designated changing area (e.g. the changing station in nursery/ the disabled toilets in school). Occasionally, two members of staff may be required to support with intimate care. Parents/carers will be made aware of this, where possible.

Procedures will be carried out in the designated area. When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies, changing mats and bins.

Where possible, depending upon the age and development stage of the child, pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation

The staff member who provides intimate care will inform colleague upon their return and records the intimate care that has taken place on the department or individual child's intimate care recording sheet. (Appendix 3)

For pupils needing routine intimate care, the school expects parents/carers 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/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 a DSL or DDSL.

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 governing board every three years. At every review, the policy will be approved by the governing board

## **7. Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan

- Child protection and safeguarding

- Health and safety

- SEND

- Supporting pupils with medical conditions

## Appendix 1: Intimate care plan



### Ferndale Primary School

### Intimate care plan

#### 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 (IF VOICE ABLE TO BE GAINED)

Anything you want to add? e.g. prefer being chatted to during intimate care

Signature of child

Date


This plan will be reviewed annually at the start of every academic year or sooner if circumstances change.

Next review date:


To be reviewed by:

*This intimate care plan is linked to our 'Intimate Care Policy'.*

## Appendix 2: Intimate care parent/carer consent form

 <div> <h1>Ferndale Primary School</h1> <h2>Intimate care consent form</h2> </div>	
<p>This consent form is to be completed for any child who requires routine intimate care, such as if toilet training or if unable to provide their own intimate care.</p>	
<b>CONSENT FOR SCHOOL TO PROVIDE INTIMATE CARE</b>	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
<p>I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)</p>	<input type="checkbox"/>
<p>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)</p>	<input type="checkbox"/>
<p>I understand the procedures that will be carried out and will contact the school immediately if I have any concerns</p>	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). 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	
<p><i>This consent form is linked to our 'Intimate Care Policy'.</i></p>	

### Appendix 3: Intimate care record sheet

 <b>Ferndale Primary School</b> <b>Intimate care record form</b> Department/ child:				
Date	Time approx	Child	Staff Signature(s)	Comments- use N for nappy/pull up change