

Morecambe Bay Community Primary School



Intimate Care Policy

Policy Leader:	Jess Capstick	Date:	December 2025
Approved by The Governing Body:	November 2025	Review Date:	December 2026

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases, such care will involve procedures to do with personal hygiene, supporting toileting, changing nappies and the cleaning of associated equipment as part of the staff member's duty of care.

In the case of specific procedures, only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will always be treated with respect; the child's welfare and dignity are of paramount importance.

Staff who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from the appropriate agencies.

It is essential that the adult who is going to support the child informs the teacher and/or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. However, to completely secure against any risk of allegation, a second member of staff may be present in some situations where resources allow.

Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes such as the onset of puberty or menstruation.

The child will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each child to do as much for him/herself as they are able.

Individual toilet management plans or care plans will be drawn up for children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's toilet management plan or Health Care Plan. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

If the child requires another type of intimate care e.g. applications of creams, etc., a care plan may be created by the SENDCo, parents and child.

The Protection of Children

Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with intimate care agreements, concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor/school nurse and SENDCo to identify the areas of concern and how the child's needs can be met. If these concerns continue there should be discussions with the school's Designated Safeguarding Lead about the appropriate action to take to safeguard the welfare of the child.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness, etc., s/he will immediately report concerns to the designated person for safeguarding (Miss Laura Saltariche).

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff will be required to read the 'Intimate Care Policy'.

It will be reviewed annually.