

St. Patrick's Catholic Primary School



Intimate Care Policy September 2026

1. Mission Statement

At St. Patrick's Catholic Primary School, we are committed to safeguarding and promoting the welfare, dignity, wellbeing and inclusion of all children. As a Catholic school, we recognise the unique worth and dignity of every child and seek to ensure that intimate care is provided in a respectful, sensitive and compassionate manner.

This policy provides clear guidance to staff, parents/carers and governors regarding the safe and appropriate provision of intimate care and ensures compliance with statutory safeguarding, health and safety, equality and educational duties. It is underpinned by a child-centred approach consistent with safeguarding expectations outlined by the Department for Education.

2. Purpose

The purpose of this policy is to:

- Safeguard children and staff.
- Protect children's dignity, privacy and rights.
- Ensure consistency in the provision of intimate care.
- Support pupils with medical conditions, disabilities, special educational needs and developmental needs.
- Clarify roles and responsibilities.
- Promote partnership working with parents/carers and external agencies where appropriate.
- Meet all relevant statutory obligations.

3. Scope

This policy applies to all:

- School employees.

- Any adult authorised to provide intimate care on behalf of the school.

Agency staff/ Volunteers/ Students/ Peripatetic Staff ARE NOT authorised to provide intimate care for pupils.

It covers all pupils who require assistance with personal and intimate care, whether on a regular, temporary or emergency basis.

4. Definition of Intimate Care

Intimate care involves tasks associated with bodily functions, personal hygiene and personal care where privacy and dignity are required.

Examples include:

- Toileting assistance.
- Nappy changing.
- Changing wet or soiled clothing.
- Cleaning a child after an accident.
- Menstrual care.
- Assistance with dressing or undressing.
- Catheter or stoma support (where trained staff are authorised).
- Certain medical procedures requiring intimate support.
- Personal hygiene support.

Intimate care may be planned, regular support or occasional support arising from illness, injury or accidents.

5. Legal Framework

This policy has been developed with regard to:

- Children Act 1989 and 2004.
- Education Act 2002.
- Education Act 2011.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Safeguarding Vulnerable Groups Act 2006.
- Children and Families Act 2014.
- SEND Code of Practice (2015).
- Supporting Pupils at School with Medical Conditions.

- Working Together to Safeguard Children.
- Keeping Children Safe in Education (current version).
- Early Years Foundation Stage Statutory Framework (current version).
- UK GDPR and Data Protection Act 2018.

The school also recognises its duties under the Equality Act 2010 to make reasonable adjustments for disabled pupils and must not discriminate against pupils because of continence or personal care needs.

6. Principles

The school will ensure that:

- Every child is treated with dignity and respect.
- The child's welfare is paramount.
- Intimate care is provided only when necessary.
- Children's privacy is balanced with safeguarding requirements.
- Children's views are listened to whenever possible.
- Support is age-appropriate and developmentally appropriate.
- The least intrusive level of support is always provided.
- Staff work in partnership with parents/carers.
- Arrangements promote independence wherever possible.
- Safeguarding concerns are acted upon immediately

7. Responsibilities

Governing Body

The Governing Body will:

- Ensure statutory compliance.
- Monitor safeguarding arrangements.
- Ensure policies are reviewed regularly.
- Provide sufficient resources and facilities.

Headteacher

The Headteacher will:

- Implement this policy.

- Ensure appropriate staffing arrangements.
- Ensure risk assessments are completed.
- Ensure staff training is provided.
- Monitor policy implementation.

Designated Safeguarding Lead (DSL)

The DSL will:

- Manage any safeguarding concerns.
- Provide advice and support to staff.
- Ensure appropriate recording and reporting procedures are followed.

Staff

Staff will:

- Follow this policy.
- Maintain pupil dignity.
- Report concerns immediately.
- Maintain accurate records.
- Attend relevant training.

Parents/Carers

Parents/carers will:

- Share relevant information about their child's needs.
- Provide necessary spare clothing and hygiene products where appropriate.
- Participate in developing individual care plans

8. Individual Intimate Care Plans

Where a child requires regular intimate care, an Individual Intimate Care Plan (IICP) will be developed in consultation with:

- Parents/carers.
- School staff.
- SENCO (where appropriate).
- Health professionals where necessary.

Plans should include:

- Nature of support required.
- Level of assistance needed.
- Preferred methods of support.
- Equipment required.
- Medical information.
- Communication methods.
- Risk assessments.
- Staffing arrangements.
- Emergency procedures.
- Review dates.

Plans will normally be reviewed at least annually or sooner if circumstances change.

9. Good Practice Guidance

Staff must:

- Explain what they are doing.
- Seek the child's agreement wherever possible.
- Respect privacy and dignity.
- Use designated facilities.
- Encourage independence.
- Wear appropriate personal protective equipment (PPE).
- Follow infection-control procedures.
- Record incidents as required.

Staff must never:

- Use inappropriate language.
- Make comments about a child's body.
- Force a child beyond what is necessary for their safety.
- Take photographs during intimate care.
- Leave a child distressed without seeking support.

10. Staffing Arrangements

The school recognises that there is no statutory requirement for two staff members to be present for routine intimate care. However, staffing arrangements will be determined through risk assessment and individual need. Best practice will follow that 2 staff members are present during intimate care,

however the school recognises that there may be certain unforeseen circumstances where only one member of staff may be present. At these times staff should inform another member of staff before assisting with intimate care and inform them when they have finished assisting.

Factors considered include:

- Age of pupil.
- Nature of care required.
- Medical needs.
- Behavioural needs.
- Manual handling requirements.
- Known safeguarding concerns.

Employees must not undertake intimate care unless appropriately trained and authorised.

11. Safeguarding

Intimate care involves children in a particularly vulnerable situation and therefore requires heightened safeguarding awareness.

Staff must immediately report to the DSL:

- Unusual marks, bruises or injuries.
- Significant changes in behaviour.
- Distress or fear associated with care routines.
- Inappropriate comments or disclosures.
- Allegations concerning staff conduct.

Any allegation against a member of staff will be managed in accordance with the school's safeguarding procedures and Keeping Children Safe in Education. [[gov.uk](https://www.gov.uk)], [[assets.pub...ice.gov.uk](https://assets.publishing.service.gov.uk)]

12. Early Years Provision

Within Nursery and Reception classes, the school recognises that some children may not yet be fully toilet trained.

The school will:

- Provide suitable hygienic changing facilities.
- Maintain appropriate supplies.
- Protect children's dignity and privacy.

- Work collaboratively with parents/carers to promote independence.

Children will not be excluded from school activities solely because they are not toilet trained. Such exclusion may constitute unlawful discrimination in some circumstances.

13. Special Educational Needs and Disabilities (SEND)

The school will make reasonable adjustments to support pupils with disabilities and additional needs in accordance with the Equality Act 2010 and SEND legislation.

Adjustments may include:

- Adapted facilities.
- Specialist equipment.
- Additional staffing support.
- Individual care plans.
- Health professional involvement.

No pupil will be disadvantaged because of their disability, continence needs or medical condition.

14. Menstrual Care

The school will provide appropriate support for pupils requiring menstrual care, ensuring:

- Privacy and dignity.
- Access to sanitary products where necessary.
- Sensitive handling by appropriately trained staff.
- Recording and communication where concerns arise.

15. Infection Prevention and Control

Staff must:

- Follow NHS and local infection-control guidance.
- Use PPE as required.
- Wash hands before and after procedures.
- Dispose of waste safely.
- Clean changing areas appropriately.

- Report any infection-control concerns immediately.

16. Record Keeping

An Intimate Care Record will be completed where:

- An accident occurs.
- Clothing is changed.
- Personal care support differs from the agreed plan.
- Concerns arise.

Records should include:

- Child's name.
- Date and time.
- Nature of support provided.
- Staff involved.
- Any concerns or observations.
- Parent communication.

Records will be stored securely in accordance with data protection requirements.

17. Training

Relevant staff will receive training in:

- Safeguarding.
- Child protection.
- Intimate care procedures.
- Infection control.
- Manual handling (where required).
- Supporting pupils with medical conditions.

Training records will be maintained by the school

18. Complaints

Any concerns regarding intimate care should initially be raised with the Headteacher.

Complaints will be managed through the school's Complaints Procedure and, where safeguarding concerns are identified, appropriate safeguarding procedures will be followed.

19. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
 - Statutory guidance changes.
 - A significant incident occurs.
 - Local safeguarding partnership advice changes.
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Appendix A: Intimate Care Record

Pupil Name: _____

Date: _____

Time: _____

Reason for Support:

Support Provided:

Staff Member(s):

Observations/Concerns:

Parent Informed: Yes / No

Method of Communication:

Signature:

Appendix B: Individual Intimate Care Plan Template

- Child's Name
- Date of Birth
- Medical/SEND Needs
- Nature of Assistance Required
- Equipment Required
- Moving and Handling Requirements
- Named Staff
- Communication Preferences
- Parent/Carer Agreement
- Review Date
- Risk Assessment Reference

This policy is designed to provide a robust, Ofsted-ready framework that aligns with current safeguarding, EYFS, SEND, equality and child protection requirements.