



**USWORTH COLLIERY**  
PRIMARY SCHOOL

# Intimate Care Policy

**Designated member of staff: Alison Forster**

**Chair of Governors: Alison Logan**

<b>Approved by:</b>	Finance & Premises	<b>Date:</b> 21.10.2024
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<b>Last reviewed on:</b>	September 2025
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<b>Next review due by:</b>	October 2027
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## **Introduction**

Usworth Colliery Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a caring and professional manner at all times.

We recognise that there is a need to treat all children with the utmost respect when intimate care is given. This policy covers soiling, menstruation and accidents.

## **Definition**

Intimate care is defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out for themselves but some children are unable to do because of their young age, physical difficulties or other special need.

For the purposes of this policy, the term 'intimate care' also includes the supervision of children involved in intimate self-care which may arise because of a medical need or an accident.

## **Procedures**

The management of children with intimate care needs must be carefully planned. The child's welfare and dignity is of paramount importance at all times. In order to ensure children at Usworth Colliery receive the best possible treatment and in order to adhere to best practice, staff follow these procedures closely:

- Staff involved in the delivery of intimate care are trained in Child Safeguarding issues and Health and Safety lifting and moving.
- Clear processes and guidance in intimate care should be highlighted specifically to staff upon their INDUCTION in the setting. New staff are given the opportunity to discuss any queries or uncertainties they may have in relation to the policy.
- Students, work experience and visitors are not responsible for the intimate care of children.
- Changing areas are clear and visible to staff members.
- Any changes to the policy or processes involved in nappy changing or intimate care are made to meet the needs of the individual child or the whole staff and not for the benefit for one individual member of staff.

- There is a clear process for whistleblowing (Whistleblowing Policy) and an open culture of challenge within the setting where appropriate so that staff feel confident to alert/inform senior members of staff to any concerns raised.
- Clear processes are in place and agreed with parents around the changing of and transportation of soiled clothes to and from the setting.
- Clear processes of recording are in place around the changing of soiled clothing.
- There is a sound process of recording and documenting the intimate care of children by all staff. Clear processes are in place with parents and children regarding the communication of accidents, both children sharing in school and school informing parents. Staff should record any intimate care undertaken on the appropriate 'Intimate Care Log' which is stored in the KS1 and KS2 cupboards. A courtesy face to face conversation or home call is made on the same day to inform parents/carers of actions taken.
- Children are 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 his-self/herself as he/she can. This may mean, for example, giving the child responsibility for cleaning themselves.
- Two members of staff will be present when intimate care is carried out. One staff member is to accompany the other, remain in the close vicinity and be aware of the task being undertaken by his/her colleague. However, in the best interests of the child, only one member of staff should deliver the intimate care, where necessary.
- Where a child needs to be given wipes and clean clothing, but can clean themselves, a member of staff will support the child by passing items to the child but will not carry out any level of intimate care. Only one member of staff is required to be present during this time and that member of staff must be outside of the toilet area when the child is cleaning themselves.
- Staff members should always wear protective gloves when dealing with a child who is wet and/or soiled. Any soiled waste should be placed in a polythene waste bag which can be sealed. This should then be placed in a bin which is fitted with a liner. The bin can be emptied along with other refuse as it is not classed as clinical waste.
- Soiled clothing should be placed in a polythene bag that can be fully sealed and given to parents/carers on the same day as they are removed. It is important that this is done discreetly and sensitively.

### **Procedures for intimate care on a regular basis**

Where, on admission to Usworth Colliery Primary School, parents supply us with information which indicates the possibility of regular intimate care being carried out (for example, due to a medical issue), parents will be supplied with a copy of this policy and an 'intimate care agreement' (Appendix A) which, on signing, indicates approval of the policy and procedure for dealing with their child's intimate care.

- Wherever possible, the same child will not be cared for by the same adult on a regular basis. Ideally, there will be a rota of carers (usually the teaching assistants for that department) known to the child who will take turns in providing the care. This will ensure

that over-familiar relationships are discouraged from developing whilst at the same time guarding against the care being carried out by a succession of different carers each time.

- Parents are made aware of the School's intimate care policy and have a copy of the child's care plan. Parents are clear about who will care for their child and the processes of intimate care for that setting.
- Where regular intimate care is delivered, this will be discussed with parents/carers periodically and the wishes of both parents and children will be considered wherever possible, within the constraints of staffing.

**Appendices:**

- A. Parent Intimate Care Agreement letter for parents to sign
- B. Letter to parent to report incident of intimate care given (for parents who have signed Parent Intimate Care Agreement)
- C. Letter to parent to report incident of intimate care given (for parents who have not signed Parent Intimate Care Agreement)
- D. Letter to parent to report toileting incident (where child was changed but intimate care was not given)
- E. Toilet Management Plan – *Individual plan from Health or School*

**Author: Alison Forster**

**Agreed date: October 2024**

**Implementation date: October 2024**

**Review date: Every 3 years (October 2027) or in response to LA guidance**

Signed: .....

Date :.....

Head Teacher

Signed: .....

Date: .....

Chair of Governors



Dear Parents/Carers,

Intimate Care Agreement

Thank you for the information that you have recently provided us with concerning how we can best support your child in school.

There may be occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that he/she is dealt with in a caring, professional and dignified manner at all times.

Please read the attached policy on the administration of intimate care at Usworth Colliery Primary School and return the attached reply slip to us confirming your agreement to our applying this where necessary for the well-being of your child.

Please do not hesitate to contact us should you have any further queries concerning this matter.

Yours sincerely

Alison Forster  
Head Teacher

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Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

I have read the school's Intimate Care policy and I agree to Usworth Colliery Primary School staff applying this where necessary for the well-being of my child.

Signed (parent/carer): \_\_\_\_\_

Date: \_\_\_\_\_



Date: \_\_\_\_\_

Dear Parents/Carers

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

In accordance with the care agreement for \_\_\_\_\_, we wish to inform you that we found it necessary to change his/her\* underwear today and administer intimate care.

\_\_\_\_\_ dealt with this matter swiftly and sensitively and in accordance with our intimate care policy, was accompanied by \_\_\_\_\_.

We are sending some clothes home for washing. Please wash and return any clothes borrowed from school at your earliest convenience

Yours sincerely

Alison Forster  
Head Teacher



Date: \_\_\_\_\_

Dear Parents/Carers

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

We wish to inform you that your child has had a toileting accident at school today. The matter was dealt with swiftly and sensitively by \_\_\_\_\_ who was accompanied by \_\_\_\_\_ in accordance with our intimate care policy.

We are sending some clothes home for washing. Please wash and return any clothes borrowed from school at your earliest convenience

Please do not hesitate to contact us should you have any further queries concerning this matter.

Yours sincerely

Alison Forster  
Head Teacher



Date: \_\_\_\_\_

Dear Parents/Carers

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

We wish to inform you that your child has had a toileting accident at school today. The matter was dealt with swiftly and sensitively by \_\_\_\_\_. As your child was able to change and clean themselves, the member of staff did not need to provide intimate care in this instance.

We are sending some clothes home for washing. Please wash and return any clothes borrowed from school at your earliest convenience

Please do not hesitate to contact us should you have any further queries concerning this matter.

Yours sincerely

Alison Forster  
Head Teacher