St Matthew's CE (Aided) Primary School and Nursery Centre

Intimate Care Policy

2026 – 2027

Policy- Document Status			
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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights and wellbeing of children are safeguarded.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010.
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.
- 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.

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance as set out in Keeping Children Safe in Education.

3. Role of parents

3.1 Seeking parental permission

An Intimate Care Plan will be agreed and signed by parents and school for children:

- who require routine or occasional intimate care (e.g. for toileting or toileting accidents).
- whose needs are more complex, or who need particular support.

In the event there is no intimate care plan in place and intimate care is needed, the school will carry out the intimate care following procedure and then inform parents afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents 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 will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

All school who has been through safer recruitment venting may carry out these roles.

4.1 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 is possible.

They will be familiar with:

- The control measures set out in risk assessments carried out by the school.
- Hygiene and health and safety procedures.

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 Changing Nappies

There may be the need to change children's nappies that are not yet toilet trained. Only practitioners who have had DBS checks completed are able to change nappies. Practitioners will always follow procedures as the well-being of the child is paramount. Nappies will be checked regularly. Staff will liaise with parents and carers regarding their child's readiness to begin potty/toilet training and this will be supported throughout school and other health professionals when required.

Parents are required to provide enough nappies and wipes for their child during their stay, and sufficient changes of clothes in case of accidents. No creams will be administered unless prescribed by a GP.

The procedures involved in changing a child's nappy are as follows:

- Aprons and gloves are to be worn by practitioners at all times throughout nappy changing.
- The changing area is to be disinfected before and after each change.
- Practitioners ensure they wash their hands between each nappy change.
- Children MUST be supervised at all times whilst on the changing unit, practitioners MUST ensure all their attention is on the child they are changing and MUST not be distracted during the change by other staff or parents.
- Nappies are to be placed in a nappy sack if wet or soiled (double bagged where needed).
- All nappy changes are to be recorded on the record of intimate care sheets in the room and parents are given verbal feedback when they collect their children (see appendix 2).
- All nappies are collected weekly by PHS for incineration.
- To adhere to safeguarding policy and procedures, practitioners should inform their colleagues that they are changing nappies.
- Staff should remain vigilant and report any suspicious behaviour to the Designated Safeguarding Lead immediately.
- Always remember to make nappy changing a happy time by talking and singing with the children whilst they are having their nappies changed.
- Once children do start potty/toilet training they are encouraged and shown how to wash their hands with soap and use paper towels.

- Should a child become distressed, agitated or refuse to allow a practitioner to change their nappy, a senior member of staff will be informed, and parents/ carers may be contacted. Safeguarding procedures will be followed, where deemed necessary.
- Independence is always encouraged. Staff will assist children in dressing and undressing, where necessary (e.g. a change of clothes). Other staff members must be made aware this is happening. Where children can dress or undress independently, this must be encouraged. Adults must never remove children's underwear (unless soiled; to help them change). Adults must never comment negatively about a child's clothing/ underwear/ body.

5.2 Assisting a child to change his / her clothes

On occasions an individual child may require some assistance with changing if, for example, he/she has an accident at the toilet, gets wet outside, or has vomit on his/her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way, parents will be sent for and asked to assist their child and informed if the child becomes distressed. The member of staff who has assisted a pupil with intimate care will complete a record of the intimate care. (see Appendix 2)

5.3 Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount, and he/she should be comforted and reassured throughout. The following guidelines outline our procedures, but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his/her underwear in private and carry out this process themselves.
- School will have a supply clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in the Nursery, Reception and Key stage 1 classrooms).
- Any soiled clothes (etc) that are not being sent home with the child need to be disposed of in the 'Nappy Bin' within Nursery.
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If a child requires intimate care and does not have an intimate care plan, this will still be provided, and parents will be informed afterwards.
- The member of staff who has assisted a pupil with intimate care will complete Appendix 2.

5.4 Basic Hygiene Routines

- Always wear protective disposable gloves
- Seal any soiled clothing in a plastic bag for return to parents.

In the case of Early Years Foundation Stage children, and particularly a Key Stage 1 child, to avoid any unnecessary distress, a member of staff may assist the child, unless a parent has requested otherwise or if the child is reluctant. Parents will be contacted as soon as it is practical to do so.

6. Child Protection/Safeguarding Guidelines

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 member of the Senior Leadership Team.

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.

7. Providing Comfort or Support to a Child

There are situations and circumstances where children seek physical comfort from staff. Where this happens, staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Teacher for Child Protection.

8. Swimming

Our Key Stage 2 children participate in a swimming programme. Children are entitled to respect and privacy when changing their clothes, however, there must be the required level of supervision to safeguard young people regarding health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur. Where a child needs additional support for changing, parental permission will be sought, and a personal care plan will be drawn up to maintain dignity but increase independence. In the instance that a pupil may need to wear a water nappy, then school staff will support the changing in the facilities provided at the swimming baths.

9. Residential Trips

Residential educational visits are an important part of our school experience. As with extra-curricular activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Child Protection procedures.

It is best practice in our school that when an incident has taken place that has necessitated a member of staff to be present when children are changing that an incident report is made.

Before a day trip or residential trip takes place, school staff will visit the site to ensure there are safe and adequate changing facilities to suit the child's needs, ability and age.

10. Nighttime Routines on residential trips

It is established practice that the children's bedrooms are private spaces and anyone else wanting to enter the room should knock and announce their intention to enter. Wherever possible, there will be a balanced ratio of male and female staff to support and supervisor pupils.

At bedtime, children are given a set amount of time to change and prepare for bed and will be told when the supervising teachers will visit the rooms to check all is okay and switch off the lights. A reciprocal arrangement is in place in the mornings.

There are occasions when incidents take place during the night, and the need arises to: -

1) Assist a child to change his/her clothes.
2) Change a child who has soiled him/herself.
3) Provide comfort to an upset or distressed child.

11. Monitoring Arrangements

This policy will be reviewed annually. At every review, the policy will be approved by the governing body

Appendix 1

St Matthews CofE Aided Primary School

Intimate Care Plan

Name of child	
Type of intimate care needed, including any medical evidence/conditions.	
How often care 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.	
Permission from Parents/Carers	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	
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)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	

I do not 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). 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.	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Name and signature of member of staff completing this plan	
Date	
Childs Voice	
Is there anything you would like to help you? **Any comments from the child**	
Signature of child (if appropriate)	
Date	

Appendix 2

Intimate Care Log

Date	Time	Pupil	Wet / Soiled	Staff member who changed	Witness by