

New Invention



We can...we will...together!

New Invention Infant School

Intimate Care policy September 2025



Review date September 2026

Contents

1. Aims	2
2. Legislation and statutory guidance	2
3. Role of parents/carers	2
4. Role of staff.....	3
5. Intimate care procedures.....	3
6. Monitoring arrangements.....	5
7. Links with other policies.....	6
Appendix 1: template intimate care plan	7
Appendix 2: template parent/carer consent form	7

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 who require intimate care are not discriminated against, in line with the Equality Act 2010
- › Parents/carers 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 that 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 the Department for Education (DfE) statutory safeguarding guidance:

- › [Keeping Children Safe in Education](#)
- › [Early Years Foundation Stage \(EYFS\) statutory framework](#)

3. Role of parents/carers

3.1 Seeking parental permission

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), parents will be asked to:

- › Sign a consent form
- › Provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

For children whose needs are more complex or who need particular support outside of what's covered in the consent form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers 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/carers, the child (when 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 reviewed annually, even if no changes are necessary, and updated regularly, 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 the child's learning support assistant, class teacher, teaching assistant, senior lunchtime supervisor, lunchtime staff and members of the Senior Leadership Team.

No other staff members can be required to provide intimate care.

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.

The Designated Safeguarding Lead (Mr Craig) will:

- › Oversee the implementation of this policy
- › Ensure staff receive appropriate training and support
- › Oversee the development of individual intimate care plans

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
- › 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

All children who are not yet toilet trained (in nappies) will be changed in the two designated areas on the changing tables. For any child in our additional resource provision (Penguin hub) this will be in Penguin toilet, for any other child in school this will be in the nursery changing area.

The key adult for that child will change them at the changing table. This could be the designated 1-1 learning support assistant, designated lunchtime support person, class teacher or teaching assistant (These staff members will be named on the child's intimate care plan). When a staff member has changed a child by themselves they are to 'check in' with another member of staff in the class to follow health and safety protocols. This will then be reported to the parent via their home link book.

There will be certain circumstances where two adults may be needed to change children, such as those children who have an aversion to being changed or if there is a known risk of false allegations. This will be written into the child's intimate care plan.

For those children who are in the process of toilet training e.g. in pull ups or just moving into using pants staff will encourage children to attend to their own needs such as removing wet items and then place them in a bag. At this point staff will also ask children if they would like more or less help. This may be dealt with in the children's toilet to support the children to gain more independence in their self-care but if needed can also be in the designated changing areas. Staff will again support children as deemed necessary in their intimate care plan.

For those children who are toilet trained but need an incident of intimate care e.g. such as a toileting accident or needing to be changed from excessive water play. Staff will give the child the resources they need to change themselves including their spare clothes, carrier bags and wipes and encourage the children to complete this themselves. As the children in our school are still young staff can use their discretion to the amount of support the child may need. The child may be changed in a dry space in the toilets or in one of the designated changing areas.

If at any point a child refuses to be changed staff are to call a member of the Senior Leadership Team who will speak to the child and telephone the parents if needed to either collect the child or to change them in school.

We have a safe shower area within the Nursery bathroom which can be utilised to clean children when the situation calls for more than the usual wipes. If a child needs to be showered this must be completed by two staff members and the parents must be informed before this is done. If parents cannot be contact a member of Senior Leadership Team must be informed and present.

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely using specialist wipes. When dealing with body fluids, staff will wear protective clothing (disposal plastic gloves at all times and aprons when necessary) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home, only in extreme or emergency situations would staff be required to rinse it. If needed a parent can be contacted if clothing is extremely soiled to ask if the clothing can be disposed of. After accidents, children will be kept away from the affected area until the incident has been completely dealt with. All nappies should be disposed of in the secure bin within the nursery changing area or Penguin hub toilet which is emptied twice a week by the caretaker into the outside bin. Visitors to school, for instance Toddler Club parents, may use the changing facilities in the school staff toilets, and dispose of nappies in the nappy bin in this area - this is emptied every Tuesday by the school caretaker.

It is fine for staff members to change children of the opposite gender as all staff have an enhanced DBS with a barred list check. At times children may refuse one staff member to change them if this is ever the case this is to be reported on cpoms and another staff member is to offer to change the child. If the child again refuses this should be immediately reported to a member of the Senior Leadership Team and parents will be telephoned.

5.2 Arrangements including for nappy changing in Early Years

Procedures will be carried out the designated areas. In school this is the Nursery shower area and in our SRP this is the pupil toilet and changing area. Where children are toilet training they may have their pull-up changed in the toilet they are using.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with:

-Protective gloves, aprons and masks

-Wet wipes, spare nappies and pull-ups are also stored in the nursery changing area.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, 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.

School also have a small stock of spare clothes available in the cupboard next to the hall, in nursery changing area and in Penguin hub.

5.3 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.

Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

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 the Designated Safeguarding Lead.

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.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

5.5 Specific procedures for toileting accidents

Where pupils are starting school without having been toilet-trained, staff will work with the pupil's parents/carers to agree on a care plan.

The school will record the number of soiling incidents in school, and liaise with the pupil's parent/carers about:

The outcomes of relevant medical appointments attended by the child

Whether there is a change in the pattern of soiling incidents, at home or at school

Whether the current plan is working

All children will be changed in the Nursery shower area when accident occur and parents will either be telephoned or spoken to at the end of the day.

6. Monitoring arrangements

This policy will be reviewed by Andrew Craig (DSL) at the start of each academic year. At every review, the policy will be approved by the governing board, the SENco and the Head teacher

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
- PSHE policy

Appendix 1: template intimate care plan (saved in the staff drive: Special Needs: Masters)

Intimate care plan

Child's name:	Date of birth:
Date of plan:	Planned review date:
Name and role of person completing this plan:	Senior member of staff responsible for ensuring intimate care is carried out according to this plan:
Details of continence issues and goals:	
Details of any relevant medication:	
Management and description of relevant routines: <i>(Consider details of eating, drinking, toileting and changing routines: What support is required? Does any specific language/songs need to be used for consistency with home? Are any reward incentives used?)</i>	
Who will provide this care: <i>(Name all regular staff members who will be supporting the child)</i>	
Details of any training needed:	
Arrangements for any out of school activities:	
Use and disposal of continence products and aids: <i>(Include where to locate new/spare equipment and arrangements for soiled underwear/clothes.)</i>	
Parent signature	Parent name
Staff member signature	Staff member name
SLT signature	SLT name

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>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).</p> <p>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	