

Wootton St Andrew's Church of England (VA) Primary School

Rooted in The Wootton Way: Journeying Together



Intimate Care Policy

Approved by:	Governors	Date: June 2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

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1. Aims

Our Vision

Rooted in the Wootton way, journeying together in the light of love, joy, courage and trust

Together we learn and shine as we discover new things and become the best we can be. With our families, church and community, we make our school a safe, happy and caring place where everyone is valued. Inspired by St Andrew, we strive to be a light for others, demonstrating kindness, resilience, bravery and hope, and helping to make the world a brighter place.

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, privacy, rights and wellbeing of every child 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 child 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 who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

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 (where 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 three times a year, in line with SEN Reviews, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected 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 contract or job description. This includes teachers and teaching assistants.

No other staff members can be required to provide intimate care. However, in a small school, if no Teaching Assistants are available, it is understood that on rare occasions, other paid staff members may be asked.

All staff at Wootton St Andrew's 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 Headteacher will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

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

During nappy changes, toileting and any intimate care procedure, Wootton St Andrew's School will balance children's privacy with safeguarding and support needs.

5.1 Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, 1 of staff is allowed to be present with a child. However, at Wootton St Andrew's School, we have one staff member carrying out intimate care and another staff present as a second adult. Except for circumstances where:

- 2 members of staff are needed to:
 - Safely handle a child who needs to be assisted
- There is a known risk of false allegations by the pupil

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support. We will train 2-3 members of staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also people known to the child.

At Wootton St Andrew's School, at the time of writing this policy, we have no male staff members. We are unable to allocate a member of staff of a different gender to male pupils. This will be discussed with the parents/carers and pupil, if appropriate.

5.2 Arrangements

Procedures will be carried out in the KS1 toilet area, with the sliding door closed, if needed. If further privacy is needed, or the child is in KS2, the KS2 disabled toilet will be used.

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, cleaning supplies, changing mats and bins, as needed.

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.

Any time a child's nappy/pull up is changed and/or intimate care is carried out, the staff member will complete the log sheet. These sheets will be uploaded to CPOMS on a half termly basis.

No mobile devices (mobile phone/smart watches) will be allowed in the room during any intimate care procedure.

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 (verbally as soon as possible to the DSL/DDSL). 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 headteacher.

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.

5.4 Specific procedures for nappy changing in early years

- Preparation and hygiene precautions - use of disposable gloves, aprons, handwashing
- Location – KS1 toilet area or KS2 disabled toilet
- Changing and disposal of soiled items in the bin the staffroom
- Record keeping will be on the intimate care log sheet and then scanned to CPOMS on a half termly basis

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 on CPOMS, 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

5.6 Management of menstrual care

All staff will be sensitive to the fact that:

- Girls at our school may start to menstruate
- While there is no shame or stigma attached to this, those pupils may wish to deal with it discreetly

The school will offer sensitive and practical information to pupils about:

- Where the sanitary products are
- How to use and dispose of them correctly

Period products available to pupils can be found in the KS2 disabled toilet and the staff toilet where pupils are able to access themselves.

Products available include sanitary towels

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

6. Monitoring arrangements

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

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

List any other related policies and procedures that you have here.

Appendix 1: template intimate care plan

Wootton St Andrew's CE (VA) Primary School

INTIMATE CARE PLAN

This template is used for pupils who need regular support with toileting, washing, menstrual management and/or changing.

Child's name:

Class:

Nature of intimate care required:

Agreed procedures for administering the required care (please outline where, how often, any resources needed and how the procedures will differ if taking place on a school trip)

Resources required (to be provided by the parent or carer):

Signed Parent / Carer

Date

Signed School Representative

Date

