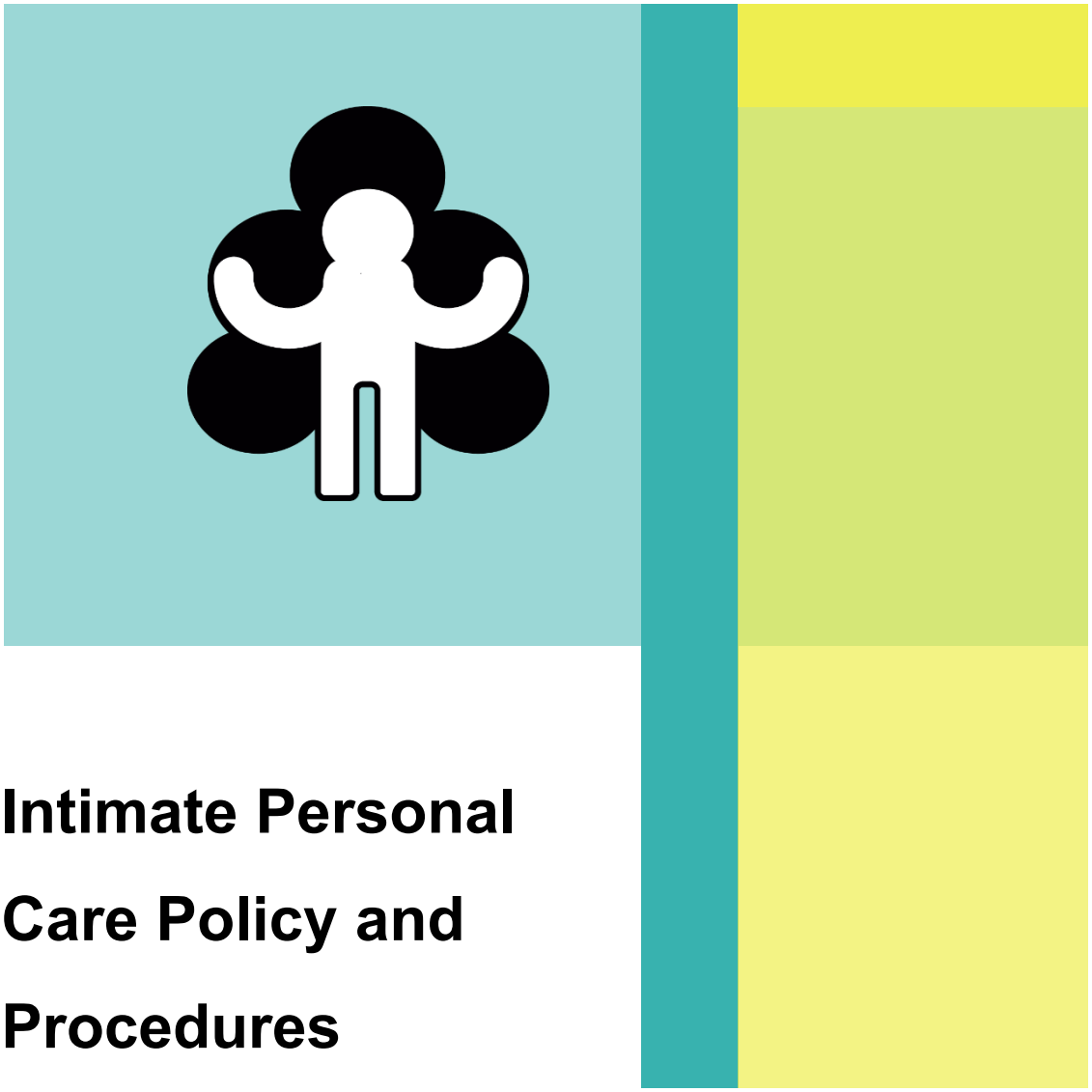
Ashmead School



Intimate Personal Care Policy and Procedures 2026-27

This document will be reviewed in: November 2027

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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 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

Definition: 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 statutory safeguarding guidance.

3. Role of parents/carers

3.1 Seeking parental permission

For children at **Nursery and Reception**, parents/carers will be asked to sign consent for intimate care as part of the Child Profile information form and signposted to this policy.

For children in **Year 1 – 6** who need **routine or occasional intimate care** (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a **consent form** and signposted to this policy. This form will be reviewed after one year. See Appendix 1.

For children whose needs are **more complex or who need particular support with more specific needs** outside of what's covered in the permission form, **a healthcare plan** will be created in discussion with the child, parents/carers and outside professionals as appropriate.

Where there isn't 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 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.

The school will keep a central record of children requiring support with intimate care for children in years 1 - 6, which will be reviewed annually alongside the policy, liaising with the Assistant Head for Inclusion.

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

All settings have a duty of care to their children. Attending to personal needs falls into this category. Whilst there is no duty on teachers and school support staff to change nappies or clothes, staff may wish to volunteer.

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.

4.2 How staff will be trained

Staff will receive:

- Guidance and training, if needed, in the specific types of intimate care they undertake
- Annual 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

If a child needs to be cleaned, staff will make sure that:

- The *views* of the child will be gained and respected as to how they would like to be changed, eg some older children may prefer to stand up.
- Protective gloves are worn and an apron may be worn.

- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- The child is cleaned with minimum intrusion to make sure they are comfortable, before they re-dress themselves.
- Privacy is given appropriate to the child's age and the situation.
- Staff may position themselves to shield the child during changing, ensuring dignity while maintaining supervision.
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet.
- Any soiling that can be, is flushed down the toilet.
- All soiled clothing is put in a nappy bag, unwashed, and discreetly returned to parents/carers at the end of the day. Parents will be informed that the child has been changed, either by phone call or discreetly at the end of the day.
- Soiled wipes, aprons, gloves and nappies/pull ups are put into a nappy bag and disposed of in the nappy bin.
- Procedures will be carried out in the nearest appropriate toilet to maintain the child's dignity/privacy.

In line with guidance (https://learning.nspcc.org.uk/child-health-development/intimate-care), there is no requirement that two members of staff be present when a child is changed – and it is acknowledged that this could impact the child's right to dignity and privacy. However, it is good practice for the male or female member of staff to make a colleague aware that they are supporting a child's needs. A member of staff may also ask another colleague, who is familiar to the child, to support the process in a discreet manner.

When carrying out procedures, the school will provide staff with protective gloves, aprons, cleaning supplies, changing mats and bins.

- *Nappy bins are located in the Nursery and Reception department. A changing table is located in the Reception department.*
- *Protective gloves, aprons and cleaning supplies are located in each team department.*

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock of necessary resources, such as nappies, wipes, underwear and/or a spare set of clothing. If these are not provided, staff will contact parents as needed.

5.2 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 – alert the DSL and record on CPOMS.

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 DSL and record on CPOMS.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to two other members of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Under no circumstances will a photograph be taken of part of a child's body, even where there are health or safeguarding concerns. If there are concerns that need to be recorded, these should be done on CPOMS using a written description, supported by the use of a CPOMS body map.

6. Monitoring arrangements

This policy will be reviewed by Jenny Rogers, Assistant Head for Inclusion annually.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Code of Conduct
- Health and safety
- SEND
- Supporting pupils with medical conditions

8. Further support and guidance

- ERIC https://eric.org.uk/ The Children's Bowel and Bladder charity
- School Nursing https://www.buckshealthcare.nhs.uk/cyp/school-nursing/
- https://learning.nspcc.org.uk/child-health-development/intimate-care

PERMISSION FOR SCHOOL TO PROVIDE ROUTINE INTIMATE CARE FOR TOILETING	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
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 (detailed in 5.1 of the Intimate Care Policy)	☐
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	
Date	

This plan will be reviewed once a year.