



Intimate Care Policy

Fairhouse Primary School



Approved by:	Governors	Date: October 2025
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Last reviewed on:	September 2025
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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 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 [statutory safeguarding guidance](#).

3. Role of parents/carers

3.1 Seeking parental permission

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 as part of their care plan.

For occasional/incidental support with intimate care, parents will sign consent for staff to provide intimate care support as part of their medical information records on entry to school. For those parents who refuse support for intimate care for their child, they will be advised that they will be expected to come to school to provide the intimate care – however, if we cannot get hold of them (or their emergency contact), staff at school will provide the intimate care needed in line with policy to ensure that the child is comfortable and to remove barriers to learning. **Staff should be aware of any pupil who does not have permission for intimate care.**

Where there isn't an intimate care plan or parental consent for support, 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 once 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/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?

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. It is usually a teaching assistant who will support with intimate care.

4.2 How staff will be trained

Staff will receive:

- 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

If intimate care is needed, this will be performed by a staff member with an additional staff member present.

It is fine for both male and female staff members to change both male and female pupils, as long as they have an enhanced DBS with a barred list check.

Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.

All staff carrying out intimate care/changing of children in the school must be aware and follow the procedures and advice outlined below:

- Ensure they are aware of the child protection policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care/changing, staff should record this on CPOMS
- Children in Key Stage 1 and Key Stage 2 who need changing during lesson time or morning break or lunchtime due to a toileting accident should be changed in the KS1 or EYFS toilet blocks or in the



KS1 disabled toilet, ensuring that there are always 2 members of staff present if the child needs adult support in any way. In some cases, the child may be able to change and care for themselves with no or limited adult support/supervision.

- Consider the dignity of the child and allow them to make a decision on how they are assisted.
- Ask the following if relevant:
 - Would you like some help?
 - Would you like me to help you?
 - Would you like me to come with you and wait outside the door in case you need any help?
- If staff suspect soiling and it is denied by the child the matter should be referred to the parent for advice (a telephone call made by a member of staff). Forcing a child to 'prove otherwise' is unnecessary and unwise, as is allowing a child to sit in soiled clothing.
- A child's refusal to allow themselves to be changed or to change themselves will result in an immediate telephone call to inform parents. Parents can choose to visit the school to change their child or take their child home to change, then return their child to school.
- Ensure the child's class teacher is aware of what is happening and where the child is.
- If children can change themselves, wait outside the door with the younger children and reassure them. If the child is mature enough, they may go along to change themselves without adult support. Professional judgement and knowledge of the child should be used.
- Be aware and responsive to the child's reactions if assisting with intimate care.
- Ensure spare clothing is readily available. Younger children may have spare, personal underwear in school in their P.E. bag. School provided spare underwear is kept in the short store or in pastoral support rooms (Moon Room or Ocean Room). (Some classrooms may have spare underwear e.g. classes where children go swimming.)
- Ensure there is a suitable bag to hand in which soiled underwear (and clothing) can be put.
- Gloves should be used in assisting in any form of intimate care or changing, as are disposable aprons.
- Any soiled waste (not clothing) should be disposed of in the relevant bin for spoiled waste.
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the class or been taken home.
- All incidents of intimate care or changing must be recorded; use Intimate Care/Changing Record (yellow form) and ensure it is sent through to the office immediately after the incident.
- Parents of children in Reception, Key Stage 1 and Key Stage 2 should always be advised by a member of the office staff and this should be recorded on the form indicating how parent was informed, time and parental comment and/or action. (A parent may advise the school that they do not wish to be informed in case of intimate care or changing; if this is the case a letter from them stating this is required or they may sign an Intimate Care/Changing Record to this effect.

Procedures will be carried out in the toilet area, ensuring as much privacy for the pupil as possible. Alternatively, intimate care could be carried out in the disabled toilet area.

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

- A changing mat
- Disposable gloves
- Disposable apron
- Wet wipes or disposable wipes
- A specific bin for spoiled waste



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, wipes, 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.

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.

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.

6. Monitoring arrangements

This policy will be reviewed by a member of the senior leadership team every 3 years. At every review, the policy will be approved by The Headteacher and 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



Appendix 1: Intimate Care/Changing record (to be photocopied on Yellow)

INTIMATE CAR/CHANGING RECORD	
Child's name:	
Child's class:	
Time:	
Member(s) of staff assisting:	
Intimate care/changing requirement. Indicate if child changed themselves or required assistance. Was underwear provided by school?	
Any concerns arising:	
Signature(s) of staff member(s) involved:	
Date	

For Office use only:

Method used to contact parent/s	
Time parents contacted:	
Any response form parent(s):	