

Intimate care policy



Approved by:

Luke Lovelidge,
Stacey Noble

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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, 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](#)

It also complies with our funding agreement and articles of association.

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 have regular verbal communication with staff..

3.2 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

All staff at Benjamin Adlard 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.

Head of EYFS/ the DSL will:

- › Oversee the implementation of this policy
- › Ensure staff receive appropriate training and support
- › 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 Benjamin Adlard Primary 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 member of staff will be present with each child, except for circumstances where:

- › 2 members of staff are needed to:
 - Safely handle a child who needs to be assisted
 - Use equipment such as a hoist
- › 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.

5.2 Arrangements

Procedures will be carried out in the designated changing area of the toilets within EYFS classrooms. The disabled toilet within EYFS will be available for older children and parents wishing to change their own children.

Before going to perform intimate care on a child, the member of staff 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:

- Changing mat
- Disposable gloves and aprons
- Cleaning spray
- Cleaning cloth.
- Wipes/nappy bags – Children who need regular routine intimate care are to provide their own.

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.

Intimate care is recorded in each instance on our school logbook and parents verbally told that intimate care has taken place upon collection.

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 DSL (Jo Richardson) or a member of the safeguarding 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.

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 nursery/early years

Children in nappies will be changed during each session if needed or as soon as possible if a member of staff has noticed that they have soiled themselves. The child will be taken to the changing area and encouraged to pull their trousers down themselves. The child will be changed on the changing mat. Any soiled / wet nappies will be disposed of in the school nappy bin. Any soiled pants/ wet items will be put into a nappy sack and into the child bag to take home.

Every change will be recorded in the school log and verbally communicated to parents upon collection.

These logs will be sent to the EYFS leader at the end of each term.

Each change will require the adult to:

- Ask the child if they can change them (if they do not give consent to be changed– parents / carers must be contacted)
- Wear gloves/apron during the change
- Complete the school intimate care log
- Dispose of any wet/ soiled items appropriately

- Clean the mat after use.

If any of the cleaning equipment is running out – staff members are to tell the site manager who will refill and replace.

5.5 Specific procedures for toileting accidents

Where pupils are starting school without being toilet trained, staff will work with parents/ carers to agree on a care plan.

The school will record these soiling incidents as per the policy states above. This will be monitored for these children and school will discuss with parents:

- The outcomes of any medical appointments attended by the child.
- Whether there is a change of pattern at home or at school
- Whether the current plan is working.

6. Monitoring arrangement

This policy will be reviewed by the EYFS Leader/ DSL every year. Every review, the policy will be approved by Luke Lovelidge.

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

