



# St Andrew's CE VC Primary School

*'Roots to grow, Wings to fly'  
They will soar on wings like Eagles.*

**Isaiah 40:31**

## Intimate Care Policy

Signed (Chair)	Name Anthony Parker	Date 12 <sup>th</sup> February 2026
Signed (Head)	Name Graham Pike	Date 12 <sup>th</sup> February 2026
Ratified by Governing Body on		Next Review Sept 2028

### **Equality Impact Assessment (EqIA)**

*This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.*

### **EqIA outcomes**



*The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.*

# Intimate Care Policy

## Statement of Intent

St Andrew's Primary School takes the health and wellbeing of its pupils very seriously. The school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care, sensitivity and respect when intimate care is given, and no pupil will be left feeling embarrassed or as if they have created a problem.

At St Andrew' intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure (such as cleaning and changing) to intimate personal areas. Intimate care can be sensitive and will always require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control.

## 1 Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2021) 'Keeping children safe in education 2025
- The SEND Code of practise 2014

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Medical Needs Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy

## **2 Definitions**

For the purpose of this policy, intimate care is defined as any care which may involve the following:

- Dressing or undressing (underwear)
- Helping someone use a potty or toilet
- Changing nappies
- Cleaning/wiping/washing intimate parts of the body
- Care associated with incontinence
- Menstrual management
- Supervision of pupils involved in intimate self-care

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

## **3 Health & Safety**

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

## **4 Roles of Parents & Carers**

### **4.1 Seeking parental permission**

For children who need routine or occasional intimate care (eg for toileting or toileting accidents), parents/carers will be asked to sign a consent form (see Appendix 1)

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 4.2 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.

### **4.2 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 every year, even if no changes are necessary and updated regularly, as well as whenever there are changes to a pupil's needs.

See Appendix 2

## **5 Role of staff**

### **5.1 Which staff will be responsible**

Any roles who may carry out intimate care will have this set out in their job description. This includes early years practitioners, teaching assistants and teachers.

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

All staff at the school who carry out intimate care will have been subjected to an enhanced DBS with a barred list check before appointment as well as other checks on their employment history.

## **5.2 How staff will be trained**

Staff will receive:

- Training in specific types of intimate care they undertake if required
- 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 H&S procedures.

They will be encouraged to seek further advice as needed.

## **6 Intimate care procedures**

### **6.1 Safeguarding and best practise**

The majority of actions will take place on a one-to-one basis with an adult who has had a DBS check with a barred check list. We acknowledge that it is best practise from a H&S and safeguarding perspective to have two members of staff present. Wherever possible actions will be supported by a second staff member, with the exception of first aid treatment that will be conducted by a qualified first aider.

Procedures will be carried out in the bathroom area of the KS1 building.

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

Protective gloves, wet wipes, nappy bags, changing mat, cleaning supplies and bins.

Intimate care will be given to a child who needs or asks for it. Staff will ask children if they would like help and wait for a verbal confirmation of action or positive action from the child before helping.

Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if necessary; no child will be left in wet/soiled clothing.

Staff members will not be alone in a locked room when helping children with changing of clothes or nappy changes.

Hot water and soap are available for staff to wash their hands before and after supporting a child and the changing area will also be cleaned appropriately after use.

If a pupil requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents and in accordance with the Administering Medication Policy and full parental consent will be gained prior to this.

All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Members of staff will get children used to using the toilet and encourage them to be as independent as possible.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock, in advance of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained in a suitable bag and discreetly returned to parents/carers at the end of the day.

## **6.2 Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (eg 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, Mr Pike.

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.

## Appendix 1 Parent/carer consent form

Permission for school to provide intimate care	
Name of child	
Date of birth	
Address	
I give permission for the school to provide appropriate intimate care to my child (eg changing soiled clothing, washing & toileting).	
I will advise the school of anything that may affect my child's personal care (eg if medication changes or if my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns.	
<p>I <b>do not</b> give consent for my child to be given intimate care (eg 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.</p> <p>I understand that if the school cannot reach me or my emergency contact and my child needs intimate care, staff will provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	
Comments	
Parent/Carer signature	
Parent/Carer name	
Relationship to child	
Date	

## Appendix 2 Intimate Care Plan

Parents/Carers	
Name of child	
Type of intimate care needed	
How often will care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used and who will provide them	
How procedures will offer if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent/carer	
Signed	
Date	
Child	
How many members of staff would you like to help?	
Do you mind having a chat when you are being washed or changed?	
Signature of child	
Date	