

North Petherton Community Primary School Intimate Care Policy



Date Approved by FGB: 25/11/2025
Date for Review: 25/11/2026
Chair of Governors: Jodie Scarrott
Headteacher: Melanie Lawson



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

An intimate care plan will be put into place for any child who needs intimate care on a regular basis. If 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. If a child is noted as needing intimate care regularly and a plan isn't in place, one will be put into place by school.

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 updated annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan.

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.

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

5.1 How procedures will happen

Two members of staff will need to be present if there is a known risk of false allegations by a pupil, or if it is an invasive procedure.

It is best practice from a health and safety and safeguarding perspective to have two members of staff present, however this is not always operationally possible. On such occasions, the member of staff will inform another staff member (Ideally the class teacher) that they are helping clean and change the pupil, and will also inform them when this is completed.

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

Equipment our school provides to staff: protective gloves, cleaning supplies, changing mats and bins.

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.

All procedures are recorded on proforma (Appendix 2) with pupil name/date/time/staff member.

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 DSL and via My Concern.

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 the Head Teacher annually and shared with the Governors. The SEND governor will be responsive

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

SENDCo: Nic van Cole

Headteacher: Melanie Lawson

Date: November 2025

Appendix 1 – Personal and intimate care plan

Personal and Intimate Care Plan



Pupil's Name:

Class:

Staff involved in care:

Area of need:

Refer to other documents e.g OT report:

Equipment required:

Spare change of clothes and pants, hand sanitizer Home to supply: Wet wipes, bag to take soiled clothes home. School to supply: Nappy sacks, gloves, aprons, bin with lid

What is required of Personal Assistant

When?

Working towards independence

| Pupil will try to do | Personal Assistant will do |
|----------------------------|----------------------------|
| General Guidance : | |
| | |
| | |
| | |
| If accident occurs: | |
| | |
| | |
| | |

Shared with SENDCo: Nic van Cole

Shared with Parent/Carers:

Shared with above staff:

Date:

