



Curriculum and Pupils

25.02.26

Signed 

Intimate Care Policy

Intimate care is any care which may involve,

- washing
- carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves)
- feeding
- assisting a child to use the toilet
- changing nappies
- cleaning intimate parts of the body.
- support with dressing and undressing i.e., underlayers or underwear. Intimate care does **not** include removing or adding some clothing such as coat, a jumper/cardigan or socks

In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive area and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choices and control. There shall be a high awareness of safeguarding issues (see Child Protection and Safeguarding Policy). Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Portway Infant School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Portway Infant School recognises that there is a need to treat all children with respect when intimate care is given.

Legal framework

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

- DfE (2025) 'Keeping children safe in education'
- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010

Links with other policies

- Administering Medication Policy
- Allegations
- Child Protection and Safeguarding
- Equality, Equity, Diversity and Inclusion
- First Aid
- Health and Safety
- Physical Intervention
- Supporting Pupils with Medical Conditions
- Staff Code of Conduct
- Whistleblowing

Our approach

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times: the child's welfare and dignity are of paramount importance. Staff who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided by the relevant authority to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for cleaning themselves. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted.

Intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing, school policy and equal opportunities legislation (see Equality, Equity, Diversity and Inclusion Policy).

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection and Safeguarding Policy and Allegations policy).

Safeguarding

The normal process of providing intimate care should not raise safeguarding concerns and there are no regulations that indicate that a second member of staff must be available to supervise. Whilst we acknowledge this, if a child is unable to clean and change themselves then, to ensure that the highest standards of safeguarding are upheld, Portway Infant School require that a second staff member must be present for any intimate care and must also countersign the intimate care record (appendix 1). This is to further protect both the child and staff member involved.

Enhanced DBS checks are carried out to ensure the safety of the children with staff employed in childcare and education settings. In exceptional circumstances, if there is a known risk of false allegation then a single practitioner should not undertake intimate care. School staff remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site and report as directed by the appropriate school policies and procedures.

Procedures

- Ensure 2 members of staff are present where necessary (see above)
- Staff must wear disposable gloves when dealing with the incident. Aprons may also be worn if preferred.
- Soiled nappies to be bagged and placed directly in the bins outside.
- The changing area will be cleaned after use.
- Hot water and liquid soap will be available to wash hands as soon as the task is completed.
- Paper towels will be available for hand drying.

Children will be changed in the children's toilets, standing up in the toilet area; any exceptions to this will be agreed by the headteacher and/or the SENCO. If a change is required at lunchtime, children may be changed in the First Aid room following the above procedure.

If a child is unduly distressed by the experience or, if a staff member notices any marks or injuries, the parent and social care will be informed in line with school policy.

Parental Responsibility

- Parents will be asked to grant permission for the school to provide intimate care upon their child starting school.

- A record of Intimate Care signed (not initialled) by both staff members involved will be kept in the relevant classroom and in the first aid room; the SENCO will check these records regularly.
- A record of agencies involved, if the child has specific medical needs, will be kept.
- Nappies, creams, nappy bags and wipes as well as a change of clothing will be provided by the parents. Wipes will be provided by school for “one off” incidents.

Asking a parent to come and change a child is a direct contravention of the Disability Discrimination Act and leaving a child in a soiled nappy or underwear for any length of time pending the return of the parent is a form of abuse and wholly unacceptable. However, parents **will** be contacted if the child refuses to be changed, is excessively soiled or becomes distressed during the process.

Portway Infant School is committed to safeguarding and promoting the welfare of children.

Lisa McSherry
Reviewed spring 2026
To be reviewed spring 2027

Appendix 1



Record of Intimate Care Intervention

[illegible]