



## Intimate Care and Toileting Policy

This policy should be read in conjunction with the following policies and documents:

- Safeguarding Policy
- Child Protection Policy
- EYFS Framework
- Accessibility Plan
- Health and Safety Policy
- SEND Policy
- Supporting Pupils with Health/Medical Needs Policy

This policy complies with [statutory safeguarding guidance](#).

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.

### **Role of Parents/Carers**

#### **Seeking parental permission**

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers, the child (when appropriate) and any relevant health professionals. The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs. (See Appendix 1)

Where there isn't an intimate care plan 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.

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.

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.

### **Role of Staff**

Class teachers, Learning Support Assistants, Midday Supervisors and Admin staff may be called upon to carry out intimate care. No other staff members can be required to provide intimate care.

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.

### **Staff Training**

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.

### **Intimate Care Procedures**

Early Years children may routinely need advice and guidance on toileting and this is provided by the Early Years staff team. Where possible, two members of staff will remain present when a child is in a state of undress. If this is not possible, the door will remain open and another member of staff will be alerted to the procedure taking place.

For the dignity of our pupils, if a child without an Intimate Care Plan has a toileting accident, we will, in the first instance, call the parents to see if they are available to come and tend to their child. If parents are not contactable, or are unavailable, staff will deal with the intimate care and toileting to the best of their ability, maintaining the child's dignity as far as possible by supporting them to change and clean themselves independently and keeping clear records of any action taken.

Procedures will be carried out in our disabled toilet where there are changing facilities and spare clothes.

When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies, changing mats and bins.

### **Provision of Supplies**

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.

### **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 Headteacher or SENCo.

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.

### **Record keeping**

Individual care plans will be drawn up for any child requiring regular intimate care such as nappy changing. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan (Appendix A). Every intimate care intervention for a child with a plan will be recorded on the given sheet. (Appendix B).

Where a plan is not in place and staff are engaged in acts of intimate care and toileting, clear records will be kept and shared with parents, including the date, time, who was present, action carried out and any changes in the individual's behaviour. (Appendix C).

### **Monitoring Arrangements**

This policy will be reviewed by the SENCo every three years. At every review, the policy will be approved by the governor with responsibility for Health and Safety, with recommendations for any changes made to the Full Governing Body.

Policy Created: March 2024

Policy Reviewed: June 2025

Next Policy Review Date: March 2027

## Appendix A: Intimate Care Plan



### Cranford Park C of E Primary School



Individual intimate care plan	
Pupil's name	
Class/year group	
Staff members involved	
Date	
Review Date (This will be reviewed termly)	
Parent	
Type of intimate care needed	
How often 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 differ 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 or carer	
Relationship to child	
Child	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	

• I give permission to the school to provide appropriate intimate care support, as detailed in the plan above, to my child.

• I will advise the school of any changes to my child's needs.

• I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

Signed \_\_\_\_\_ Parent/carer Date \_\_\_\_\_

Signed \_\_\_\_\_ Teacher Date \_\_\_\_\_

Signed \_\_\_\_\_ Child (where appropriate) Date \_\_\_\_\_

**Appendix B:** Record of intimate care for child with an Intimate Care Plan



**Cranford Park C of E Primary school**

Record of intimate care intervention for child with ICP	
Pupils name	
Class/year group	



Date	Time	Procedure	Staff name and sign	Second staff name and sign



**Appendix C:** Record of intimate care for pupils without an Intimate Care Plan



**Cranford Park C of E Primary school**

**Record of intimate care intervention for pupils  
without an ICP**

Pupil name	Date	Time	Procedure	Staff name and sign	Second staff name and sign