



Intimate Care Policy

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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](#)

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:

- Provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

There will be 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.

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 (where 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 twice a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

See appendix 1 for a template plan.

3.3 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 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.

The Headteacher will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

4.2 How staff will be trained

Staff will receive:

- 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, Wickham C of E Primary school 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, one member of staff will be present with each child, except for circumstances where two 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. At Wickham C of E Primary school male members of staff may be allocated to change female pupils or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parents/carers and pupil, if appropriate.

5.2 Arrangements

Procedures will be carried out in a toilet cubicle or changing area to ensure a child's privacy.

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

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a day'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.

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 Designated Safeguarding Lead.

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.

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.

5.4 Specific procedures for nappy changing in pre-school/early years

Preparation and Hygiene Precautions

- Practitioners must wash their hands thoroughly before and after every nappy change.
- Disposable **gloves** and **aprons** must be worn throughout the procedure and disposed of after each use.
- All required items (clean nappy, wipes, creams if authorised, nappy sacks, spare clothes) should be prepared before the child is placed on the changing mat.
- The changing area and mat must be cleaned with an approved antibacterial spray/wipe **before and after** each use.
- Only staff who have completed relevant training and have an enhanced DBS check are permitted to carry out intimate care.

Location

- Nappy changing should take place **in the designated changing area** within the nursery/early years setting.
- The area must allow **privacy** for the child while still maintaining **appropriate visibility** in line with safeguarding procedures (e.g., door open or viewing panel).
- The changing area must be kept consistently clean, well-ventilated, and fully stocked.

Changing and Disposal of Soiled Items

1. Encourage the child to participate where appropriate (e.g., climbing up the step, helping with clothing, communicating needs).
2. Gently position the child on the changing mat, ensuring their safety at all times.
3. Remove the soiled nappy and clean the child front to back using disposable wipes.
4. Apply barrier cream only if parental/carers consent is documented in the child's care plan.

5. Place the used nappy, wipes, and gloves into a **double-bagged nappy sack** and dispose of it in the designated nappy bin.
6. Redress the child, ensuring they are comfortable and clean.
7. Clean the mat thoroughly with antibacterial spray/wipes after the child has been dressed.
8. Wash hands thoroughly after removing gloves and completing the process.

Record Keeping

- All nappy changes are recorded **on Tapestry** as part of the setting's digital record-keeping system.
- Staff must log:
 - Date and time of the nappy change
 - Practitioner's name
 - Type of change (wet/soiled)
 - Any creams applied
 - Any concerns noticed (e.g., rash, unusual stool/urine, bruising or marks)
- Any concerns must also be shared with the designated safeguarding lead and communicated to parents/carers as required.
- Tapestry records are stored securely and in compliance with data protection and confidentiality policies.

6. Monitoring arrangements

This policy will be reviewed by the headteacher. At every review, the policy will be approved by the headteacher.

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

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
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	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	