



November | 25

St Anne's Catholic Primary School  
*Intimate Care Policy*

Date ratified by Governors: Dec 25	Committee responsible for review:
Date of next review of the policy: 24.11.26	Signature of Chair:
This policy is reviewed: Annually	Reviewed Nov 25

**Policy written by Debra Da Silva (SENCO)**

**Let the light of Christ Shine in our School**

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St Anne's Catholic Primary School  
6 Durham Street  
Vauxhall  
London SE11 5JA

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## **1. INTRODUCTION**

The Intimate Care Policy has been developed to safeguard children and staff. All staff in schools are required to work according to the Local Authority's Guidelines for Safe Working Practice; this policy should be read in this context. It applies to all staff involved in the intimate care of children.

Intimate care may be defined as any activity required to meet the personal care needs of an individual child. Intimate care may include feeding, oral care, washing, dressing or undressing, toileting, changing nappies, menstrual care, treatments such as enemas, suppositories, enteral feeds, catheter and stoma care. Intimate care also includes the supervision of a child involved in intimate self-care.

## **2. 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 safeguarding protocols awareness) that protect themselves and the pupils involved

## **3. LEGISLATION AND STATUTORY GUIDANCE**

This policy complies with the Keeping Children Safe in Education 2025 and with the Equality Act 2010.



## **4. ROLE OF THE PARENTS/CARERS**

### **4.1 Seeking parental permission**

1. For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.
2. 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
3. Where there isn't an intimate care plan in place, parental permission will be sought before performing any intimate care procedure.
4. 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**

1. 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.
2. 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.
3. Subject to their age and understanding, the preferences of the child will also be considered. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.
4. 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.
5. See appendices 1 and 2 (intimate care and the form for parental/carer consent). These will be completed with the relevant members of staff and the SENCO before intimate care will be given by the school.

### **4.3 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.

## **5. ROLE OF STAFF**

### **4.1 Which staff will be responsible**

Any roles who may carry out intimate care will have this set out in their job description. The teaching assistants in the class/year group of the pupil will be allocated to undertake the intimate care duties after an initial consultation with these members of staff.

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.



## 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.



## **6. INTIMATE CARE PROCEDURES**

### **6.1 How procedures will happen**

Two members of staff will be involved in intimate care procedures given to pupils. One member of staff will carry out the intimate care whilst the other will supervise.

It is best practice from a health and safety and safeguarding perspective to have two members of staff present.

Procedures will be carried out in pupil toilets where there is a changing table attached to the wall, that can be folded upwards when it is not in use. The members of staff providing the intimate care will talk through the procedures as they are carrying them out with the pupil.

When carrying out procedures, the school will provide staff with: protective gloves, protective aprons, 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.

The staff who carry out the intimate care will record these events onto the intimate record sheet as shown in appendix 3.

### **6.2 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 a member of the safeguarding team.

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.



## **7. MONITORING ARRANGEMENTS**

This policy will be reviewed by the SENCO every year. At every review, the policy will be approved by the governing board and the headteacher.

## **8. LINKS WITH OTHER POLICIES**

This policy links to the following policies and procedures:

- Disability Equality Scheme and Accessibility Plan
- Child protection and safeguarding
- Health and safety
- SEND
- Early Years Policy



## 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	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:



## Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be given intimate care (e.g. 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 (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	



**Appendix 3: Intimate care record**

Child's Name:

Staff Named on Intimate Care Plan:

Date	Time	Procedure	Staff Signature

