

Intimate Care Policy

2026-27

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.

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](#)

It also complies with our funding agreement and articles of association.

Role of parents/carers

Seeking parental permission

For children who need routine or occasional intimate care (e.g. nappy changes, toileting or toileting accidents), parents will be asked to:

- Read the Intimate Care Policy and Plan
- Sign an electronic consent form annually
- Provide an adequate supply of necessary items, as outline in the Intimate Care Plan (e.g. nappies, wipes, creams, changes of clothing)

For children whose needs are more complex or who need particular support outside of what's covered in the consent form, a personalised intimate care plan will be created in discussion with parents/carers, which will be reviewed annually.

Where parents/carers have not consented, via the electronic form, 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.

Creating an intimate care plan

The school has created a generic intimate care plan, which will be suitable for the majority of pupils. This will be reviewed and shared annually with parents/carers. By signing the electronic consent form, parents/carers are in agreement with this plan being implemented.

Where a more personalised 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.

All intimate care plans will be reviewed annually, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

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.

Role of staff

Which staff will be responsible

The following roles may carry out intimate care:

- Senior Leadership Team
- Teachers/Instructors
- Lead Special Needs Practitioners
- Special Needs Practitioners
- Long term supply who have known and worked with the pupil for at least one-half term

No other staff members will provide intimate care.

All staff at The Bridge Easton 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 Senior Leadership Team will:

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

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.

Intimate care procedures

During nappy changes, toileting and any intimate care procedure, The Bridge Easton School will balance children's privacy with safeguarding and support needs.

Staffing

In general, 1 member of staff will be present with each child, except for circumstances where:

- 2 members of staff are needed to:
 - Shower a pupil
 - 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

Intimate care procedures will be carried out by members of the class team, who are familiar to the children.

Arrangements

All classrooms for EYFS, Stage 1, some Stage 2 and the Meadow have a toilet area within the classroom. Therefore, procedures will be carried out in this designated toilet facility. The door will be closed to protect the child's dignity, privacy, and rights.

For the rest of Stage 2, and Stages 3, and 4, the intimate care procedure will be carried out in rooms allocated at the end of each corridor.

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. The door must be closed when carrying out intimate care to protect the child's dignity, privacy, and rights. 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:

- Protective gloves
- Cleaning supplies
- Changing mats
- Specific bins allocated for nappies

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, wipes, nappy sacks, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely and placed in children's bags at the end of the school day.

Where intimate care is routinely carried out, classes will record the number of pad changes that have taken place and where children have soiled. Parents will be informed, via Boop, if staff observe any changes or concerns that occur during an intimate care procedure.

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 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.

Where the school notices an increasing pattern of soiling instances, it will first be discussed with parents/carers as to why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be

notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority for advice and guidance, who will consider whether there is a safeguarding issue.

Management of menstrual care

Parents/carers are expected to provide their child with suitable sanitary products. However, in an emergency, the school can provide sanitary towels.

All staff will be sensitive to the fact that:

- Girls in our school may start to menstruate
- While there is no shame or stigma attached to this, those pupils may wish to deal with it discreetly

The school will offer sensitive and practical information to pupils (if appropriate) about:

- Where the sanitary products are
- How to use and dispose of them correctly

Period products available to pupils can be found in the toilets in the Stage 2, 3 and 4 corridors. They can be accessed by the pupil or discreetly on behalf of the pupils by a member of staff.

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the RSHE curriculum.

Monitoring arrangements

This policy will be reviewed by the Assistant Headteacher annually. At every review, the policy will be approved by the Headteacher.

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
- RSHE policy

Policy Owner and Contact Details

Natalie Does, Headteacher

For further information on the Policy, please contact via email Natalie.dores@thebridgetrust.academy or phone 01603 652313

Next Review Date: February 2027

Appendix 1: Intimate Care Plan

Care Needed	Equipment	Adult Support	Details
Toileting (Pad Changes)	<u>Provided by school:</u> Gloves Apron Changing Mat/Bed <u>Provided by parents/carers:</u> Pads Wipes Nappy Sack	1:1	Toileting will take place in the classroom toilet/stage toilets. Class staff are supporting pupils with full physical support for changing a pad. This will include removing and putting on pads, wiping a child to ensure they are clean, applying cream as needed (and as permission given). Class staff will change pupils at scheduled times throughout the day, as well as when required.
Toileting (Toilet-training)	<u>Provided by school:</u> Gloves <u>Provided by parents/carers:</u> Wipes Pad (if appropriate) Underwear Change of clothes	1:1	Toileting will take place in the classroom toilet/stage toilets. Class staff will prompt pupils regularly throughout the day. Class staff will provide support as needed. This may include encouraging pupils to sit on the toilet, supporting cleaning the pupil after toileting and supporting with putting a pad back on if required.
Toileting (pupils are independent but may require supervision)	No equipment needed		Class staff will facilitate toilet visits as required ensuring pupils are able to access this. Class staff will allow for pupils to be independent. Class staff will check-in with pupils if they have been in the toilet for a prolonged period. This may include knocking at the toilet door to ensure the pupil is O.K. Class staff will ensure pupils have access to appropriate menstrual products to promote independence, where required.

Dressing/undressing	<u>Provided by parents/carers:</u> Clothes	1:1	Class staff will ensure dressing and undressing takes place in a toilet space. Class staff will encourage pupils to dress and undress themselves. Class staff will encourage pupils to be as independent as possible. Class staff will provide support as needed.
Washing Hands	<u>Provided by school:</u> Sink Soap Towel / hand drier	1:1	Pupils are encouraged to wash their hands themselves. Class staff will support as needed to ensure pupils wash their hands appropriately.
Sun Cream	<u>Provided by school:</u> Gloves <u>Provided by parents/carers:</u> Sun Cream (not nut based)	1:1	Pupils are encouraged to apply sun cream themselves. Class staff will support as needed to ensure it is applied effectively and when permission has been given by parents. Sun cream will be applied once a day, at midday.
Showering	<u>Provided by school:</u> Towels <u>Provided by parents/carers:</u> Change of clothes	2:1	On the rare occasion that a pupil requires showering, this will take place in the designated shower rooms. Where children require support to shower, two members of staff will support. These adults will be from the child's class team and familiar to them. Staff will encourage children to shower independently wherever possible. Parents will be notified if their child has had a shower in school.

Appendix 2: Template Parent/Carer Consent Form

Each year, this is the wording used in the electronic consent form.

Dear Parents and Carers

Please ensure that you have read the school's intimate care plan and policy, prior to completing this form. These documents have been shared via Boop, and can also be accessed via the school website.

Please do let the school know if you feel your child's needs are above and beyond those described in the intimate care plan, so we can arrange a meeting to discuss this.

Name of child

Date of birth

Class

I confirm that I have read the intimate care plan. Yes / No

I give permission for the school to provide appropriate intimate care to my child, in accordance with the intimate care plan. Yes / No

I agree to provide the required equipment for intimate care, as outlined in the intimate care plan. Yes/No

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) Yes / No

I understand the procedures that will be carried out and will contact the school immediately if I have any concerns. Yes / No

Name of parent/carers

Relationship to child

Date