

Richard Bonington Primary and Nursery School



Intimate Care Policy

Adopted:	March 2025
To be reviewed:	March 2026
Head Teacher:	Mrs L Barbuti
Chair of Governors:	Mr R Smith

If you require this in another format, please contact the school office:

Telephone: 0115 956 0995 or Email: admin@rbps.org.uk

1. 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 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 [statutory safeguarding guidance](#).

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

3. Role of parents/carers

3.1 Seeking parental permission

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.

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.

Where there isn't an intimate care plan or 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 regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 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.

4. 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. This includes teachers, teaching assistants and midday supervisors.

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.

5. Intimate care procedures

5.1 How procedures will happen

The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his/her underwear in private and carry out this process themselves
- School will have a supply of wipes, clean underwear and spare uniform for this purpose
- If a child is not able to complete this task unaided, school staff will attempt to support to change the child

- The member of staff who has assisted a pupil with intimate care will follow child protection/safeguarding guidelines
- Ensure the child is happy with who is changing him/her
- Be responsive to any distress shown.
- Use basic hygiene routines
- Always wear protective disposable gloves
- Seal any soiled clothing in a plastic bag for return to parents/carers.

Body fluids (urine, faeces, blood and vomit) will be cleaned up immediately and disposed of safely by using the designated waste bins. When dealing with body fluids, staff should wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled pupil clothing will be labelled and bagged to go home.

It is best practice from a health and safety, and safeguarding perspective, to have 2 members of staff present. However due to staffing, it is not often possible. If it is not possible then staff carrying out the procedure should make another member of staff aware of what they need to do and where they will do it.

If there was a known risk of a false allegation, a member of staff should always be accompanied by another member of staff.

A male member of staff can change female pupils, as long as the child is comfortable with this.

Procedures will be carried out in toilet areas, with the child in the cubicle and the adult as much outside the cubicle as possible.

When carrying out procedures, the school will provide staff with:

PPE, wipes, designated waste bins, clean nappies/nappy sacks, spare clothes.

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.

5.2 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 the headteacher.

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.

6. Monitoring arrangements

This policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the governing body.

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 consent form

Parental Permission for Intimate Care

Should it be necessary, I give permission for _____ to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent. I understand that I will be informed discretely should the occasion arise.

Childs Name:

Relationship to Child:.....

Signed Parent/Carer:..... Date:.....

Appendix 2

Toileting discussion with parents/carers

Record of meeting

Childs's name:...

D.O.B:.....

Attended by:

Date of meeting:.....

	Details	Action
Working towards independence E.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy /pull up changing E.g. who, where, privacy		
Level of assistance needed E.g. undressing, hand washing, dressing		
Moving and handling needs E.g. equipment, training needs, hoisting equipment		
Infection control E.g. wearing gloves, nappy disposal		
Sharing information E.g. nappy rash, infection, family/cultural customs		
Resources needed Eg. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Appendix 3

Intimate care checklist (can be used as preparation for plan)

Planning for Intimate Care

Pupil's name:.....

D.O.B:.....

Admission date:.....

	Discussion	Actions
<p>Facilities</p> <ul style="list-style-type: none"> ▪ Changing table/bed ▪ Suitable toilet identified? ▪ Grab rails ▪ Step ▪ Adaptions required? ▪ Locker for supplies ▪ Hot and cold water ▪ Lever taps ▪ Mirror at suitable height ▪ Disposal unit/bin ▪ Hoist ▪ Other moving and handling equipment ▪ Emergency alarm ▪ Other 		
<p>Family provided supplies</p> <ul style="list-style-type: none"> ▪ Nappies/pads ▪ Catheters ▪ Wipes ▪ Spare clothes ▪ Other 		
<p>School provided supplies</p> <ul style="list-style-type: none"> ▪ Toilet rolls ▪ Antiseptic cleanser ▪ Cloths/paper towels ▪ Soap ▪ Disposable gloves/aprons ▪ Disposal sacks ▪ Urine bottles ▪ Bowl/bucket ▪ Milton/sterilising fluid ▪ Other 		
<p>Good practice</p> <ul style="list-style-type: none"> ▪ Advice sought from Health professionals? ▪ Moving and Handling Co-ordinator? ▪ Parent/carer views ▪ Pupil's views ▪ How does child 		

<p>communicate?</p> <ul style="list-style-type: none"> ▪ Agree use of language to be used ▪ Preferences for gender of carer ▪ Training required for staff? ▪ Awareness raising for all staff ▪ Other 		
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<p>PE issues</p> <ul style="list-style-type: none"> ▪ Discreet clothing required? ▪ Privacy for changing? ▪ Other 		
<p>Support</p> <p>Designated staff</p> <p>Back-up staff</p> <p>Training for back-up staff</p> <p>Transport</p> <p>School visits</p> <p>After school clubs</p> <p>Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"> ▪ By whom ▪ When ▪ To be reviewed when 		