Intimate Care Policy
Buckland Primary School

Buckland Primary School strives to address the needs of all children to help them achieve their full potential, to be fully included in our school and experience success. We work in partnership with families and encourage and support the involvement and inclusion of all children. It is for this reason we have an Intimate Care Policy.

Written by:	R Hutton	**Date:** September 2025
Approved by:	FGB	**Date:** September 2025 (delegated to school)
Last reviewed on:	Sept 2025	
Next review due by:	Sept 2027	

Whenever we say parents in this document, we mean parents and carers and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND).

Aims

This policy aims to ensure that:

- The dignity, rights and wellbeing of children are safeguarded
- Intimate care is carried out properly by staff, in line with any agreed plans
- 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 considered
- 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
- To provide guidance and reassurance to staff.

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 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Key policy principles followed when supporting children with intimate care

- Children have the right to feel safe
- Children have a right to an education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs
- Children should be respected and valued as individuals
- Children have a right to privacy, dignity and a professional approach from staff when meeting their needs
- Children have the right to information and support to enable them to make appropriate choices
- Children have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Children have the right to express their views and have them heard
- Any support provided or plan developed should be designed to lead to independence

Role of parents/carers

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, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

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.

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 (when 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 considered. 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.

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.

Role of staff

Which staff will be responsible

Roles who may carry out intimate care may include: class teachers, support staff, school administration team or any other staff member as required.

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.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake as required
- Regular safeguarding training – at least annually
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible. Training to be delivered by SCC or other approved bodies.

They will be familiar with:

- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed e.g., Surrey County Council, School Nurse team, Occupational Health and/or other health professionals.

Intimate care procedures

How procedures will happen

For health and safety and safeguarding protocols **2** members of staff present will be present when undertaking intimate care.

If this not possible, the staff member undertaking the intimate care will inform another member, including SLT, that this has taken place.

Procedures will be carried out in the school medical room or disabled toilet.

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

- protective gloves
- cleaning supplies
- changing mats and bins.
- clean change of clothing/underwear for the child

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 pull ups, wipes, underwear and/or a spare set of clothing. As well as carrier bags to take the soiled clothing home.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day or given to carers if they collect their child early. If needed, and clothing is too soiled it will be disposed of safely by the school.

If the child cannot be appropriately cared for (e.g., cleaned) parents/carers will be contacted and asked to attend school to provide intimate care. This will be decided on a case-by-case basis or where permission has not been given by the parent.

If required the child may go home to receive intimate care before returning to school.

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 LDSL or DDSLs if the LDSL is not on site.

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.

Monitoring arrangements

This policy will be reviewed by the Headteacher on a bi-annual basis. At every review, the policy will be approved by the governing body.

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
- Medical and Welfare Policy
- Complaints procedures

APPENDIX 1: INTIMATE CARE PLAN	
BUCKLAND PRIMARY SCHOOL	
PARENTS/CARERS	
Name of child and DOB	
Type of intimate care needed	
How often care will be given	
Where care will take place: Medical Room, Disabled toilet	
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	R Hutton (Headteacher) or designated SLT member if not available Intimate Care Plans overseen by Welfare Assistant / Officer
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD (IF APPROPRAITE) IF NOT APPROPRIATE FILLED OUT FOLLOWING DISCUSSION WITH FAMILY	
Which 2 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: PARENT / CARER CONSENT FORM	
BUCKLAND PRIMARY SCHOOL	
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)	☐
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)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I **do not** give consent for my child to be given intimate care (e.g., to be washed and changed if they have a toileting accident). 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). 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.	☐

Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	