



**STOKES WOOD**  
PRIMARY SCHOOL

# Intimate Care Policy

This policy should be read in conjunction with the following policies:

- Accessibility plan
- Child protection and safeguarding
- First Aid
- Health and safety
- SEND
- Supporting pupils with medical conditions

**Approved by:** Liz Christensen

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## 1. School Vision

Stokes Wood Primary School is an ambitious place. We aim to help every child become a global ambassador, ready to explore and understand the world around them. We encourage our children to be curious, ask questions and seek answers as they learn. Our children are confident in sharing their ideas and opinions. They know how to listen and communicate with kindness and respect. We believe in a community where there are no outsiders— everyone belongs and every voice is heard. Above all, we nurture their well-being, ensuring they grow into healthy, balanced individuals committed to lifelong learning and positive change. Together, we create a caring and supportive environment where everyone can grow and succeed, ready to make a positive difference in Leicester and beyond!

## 2. 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.

### **3. 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](#)

## **4. Role of Parents/Carers**

### **4.1 Seeking parental permission**

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

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

For children who need routine 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 consent form, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

If urgent intimate care is required, 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**

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 and updated whenever there are changes to a pupil's needs.

See appendix 1 for a template plan.

### **4.3 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.

## **5. Role of staff**

### **5.1 Which staff will be responsible**

All staff at Stokes Wood Primary School and Nursery 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.

Sarah Woods (SENDCo) 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

### **5.2 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**

During nappy changes, toileting and any intimate care procedure, Stokes Wood Primary School will balance children's privacy with safeguarding and support needs.

### **6.1 Staffing**

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, 2 members of familiar staff will be present with each child, to ensure safe handling of a child who needs to be assisted, use of equipment such as a hoist and to ensure the and to provide a witness should any allegations arise.

## **6.2 Arrangements**

Procedures will be carried out in Nursery, Reception and Rainbows toileting and changing areas to ensure privacy is maintained. These areas have changing tables, changing mats and disposal waste bins.

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

- Protective gloves
- Nappy bags
- Cleaning supplies (COSHH tested)
- Changing mats
- 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.

Intimate care incidents are recorded on a form Appendix 4.

## **6.3 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.

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 class teacher and 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 hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss 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 designated officer (LADO), who will consider whether there is a safeguarding issue.

## **6.4 Specific procedures for nappy changing in nursery/early years**

Insert brief explanation of your procedures here, including:

- Preparation and hygiene precautions (e.g., use of disposable gloves, aprons, handwashing)
- Location
- Changing and disposal of soiled items
- Record keeping

## **6.5 Specific procedures for toileting accidents**

We expect all children starting Nursery and Reception to be toilet trained in line with school readiness guidance as stated in the [DfE guidance](#).

Where pupils are starting nursery without having been toilet-trained, have a recognised health need or an EHCP staff will work with the pupil's parents/carers to agree on a care plan.

The school will record the number of incidents in school, and liaise with the pupil's parent/carers about:

- The outcomes of relevant medical appointments attended by the child
- Whether there is a change in the pattern of incidents, at home or at school
- Whether the current plan is working

Explain your procedures, such as communication with the child, privacy and discretion, post-care hygiene arrangements and recording and reporting.

## **6.6 Management of menstrual care**

All staff will be sensitive to the fact that:

- Girls at 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 about:

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

Sanitary towels are available to pupils can be found in Pastoral or Year 5 and 6 toilets.

Staff will not directly assist with the physical act of changing sanitary products unless 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.

## **7. Monitoring arrangements**

This policy will be reviewed by Sarah Woods (SENDCo) annually. At every review, the policy will be approved by the governing body.

## Appendix 1: Parent/Carer Consent Form

### Intimate Care 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 my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input type="checkbox"/>
I <b>do not</b> give consent for my child to be washed and changed in case of a toileting accident. Instead, the school will contact me or my emergency contact(s) and I/they will organise for my child to be washed and changed. I understand that if the school cannot reach me or my emergency contact(s), staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

**Appendix 2: Intimate Care Plan**

# Intimate Care Plan

<b>PARENTS/CARERS</b>	
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 making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
<b>CHILD</b>	
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 3: Step by Step guide to Intimate Care

# Nappy Changing Guide – UK Childcare Settings

## Step 1: Prepare & Position the Child

- Gather supplies: clean nappy, wipes, nappy sacks.
- Wash your hands with soap and water.
- Put on PPE: disposable gloves and apron.
- Position the child safely on the mat (head at padded end).
- Encourage independence where possible.
- Safety: never leave the child unattended; always keep one hand on them.

## Step 2: Clean the Child

- Remove dirty nappy: undo tabs and use the front of the nappy to wipe away bulk mess.
- Wipe thoroughly front to back (especially for girls, to prevent infection).
- Barrier creams: only if pre-agreed in the child's care plan.

## Step 3: Dress the Child

- Slide clean nappy under the child's bottom.
- Secure nappy snugly, not too tight.
- Dress child: support them to help where possible.
- Dispose: place dirty nappy and wipes in a tied nappy sack, then in the nappy bin.
- Wash child's hands at the sink.

## Step 4: Final Steps

- Clean the area: wipe down mat and surfaces with cleaning products.
- Wash your hands thoroughly again.
- Record care provided: complete the intimate care log and inform colleague/parent.

#### Appendix 4: Record Keeping

<b>Child's name:</b>					
<b>Date</b>	<b>Time</b>	<b>Staff member</b>	<b>Witness</b>	<b>Soiled/Wet/Dry</b>	<b>Notes</b>