



Saint Thomas More Catholic Primary School

Intimate Care Policy

Consulted with staff	Dec 2024
Agreed by governor committee	Not applicable
Ratified by full governing body	TBC
Date for review	Sep 2026
Signature of Chair of Governors	
Signature of Headteacher	

INTIMATE CARE POLICY

Saint Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Jesus Christ said, 'Let the children come to me, do not hinder them,' (Matthew 19:14). As a Catholic school, it is our mission to educate pupils in such a way that no matter what their abilities or background, they may reach their full potential as human beings. We thus seek to overcome any hindrance that might prevent any pupil accessing the fullness of the curriculum, opportunities and activities we offer.

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 children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents 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 safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which 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

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), staff will carry out intimate care following the procedures and processes in this policy to ensure the child is comfortable.

For children whose needs are more complex or who need particular support outside of what can be reasonably and age appropriately be expected for a child an intimate care plan will be created in discussion with parents (see section 3.2 below).

If intimate care is necessary, the school will inform parents afterwards, usually verbally when picking up their child or via a communication slip.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents 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 will be consulted.

The plan will be reviewed annually, even if no changes are necessary, and updated 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 as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Members of staff who may be required to carry out intimate care can include:

- Learning assistants
- Class teachers
- Learning Mentor

Admin staff may occasionally be asked to support with intimate care when staffing levels are such that they are needed to safeguard the pupil and the member 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 is 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

In the event a child has a toileting accident or other circumstance in which they require intimate care, they will be encouraged to manage their own care with as much independence as possible. For young children and those with significant additional needs, this may not be appropriate, but for older children or those with limited independent self-care skills, children may be encouraged to clean themselves with support or change their own clothes. The level of independence will vary according to the needs of each individual child.

Staff will always administer intimate care in the sight of another member of staff.

When changing a child, staff will follow the procedure laid out below:

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required. (NB – where cream is used, the child should have their own named cream and written permission obtained from the parent).

- Approach the child and say or sign that it is time for a nappy change. Sometimes the child will tell you when their nappy needs changing or if they have had a toileting accident.
- Put on a pair of disposal gloves and a disposal apron (NB – staff must put on a fresh pair of gloves and fresh apron for every child that has had a nappy changed).
- Support the child on to the nappy changing mat.
- Remove the child's clothing to access the nappy. Try to encourage the child to help as much as possible.
- Children have a change of their own clothing in school to be used in the event of a toilet accident.
- The staff member will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by parents/carers. The staff member must ensure the child is clean and comfortable by putting on a clean nappy and if required, a clean set of clothes.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- All nappies whether wet or soiled should be placed into nappy bags provided by the parents/carers and disposed of in the bin provided.
- Clean the nappy changing mat, surrounding area and underneath the mat with antibacterial spray before leaving to dry.
- The staff member must then place the used gloves and used apron and any other PPE in the lidded bin provided and wash their hands with liquid antibacterial soap and running water for at least 20 seconds and dry them on a disposable paper towel.

Toilet Trained/Training - If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability, to use the toilet, ensuring that they are comfortable, clean and dry and have washed their hands afterwards.

Procedures will be carried out in a suitably discreet location. For example, if an older child needs support to change soiled clothing, they may be guided to do this inside the disabled toilet by a member of staff supervising from outside of the cubicle.

For pupils needing routine intimate care, the school expects parents 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.

School asks that all children in Early Years bring a change of underwear and trousers/skirt that is kept in school to allow a child the comfort of being changed into their own clothing in the case of toilet accidents.

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 their line manager.

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. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and Safeguarding Policy
- Health and safety Policy

- SEND Policy
- Supporting Pupils with Medical Conditions 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 annually.

Next review date:

To be reviewed by: