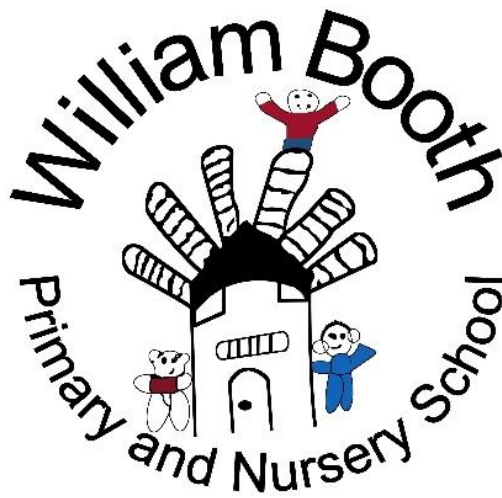


WILLIAM BOOTH  
PRIMARY SCHOOL



INTIMATE CARE POLICY  
SEPTEMBER 2025

Policy to be reviewed September 2026

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## 1. Aims

This policy aims to ensure that:

- › Personal and 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 personal and intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- › Parents are assured that staff are knowledgeable about personal and intimate care and that the needs of their children are taken into account
- › Staff carrying out personal and intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Personal and 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. Role of parents

### 2.1 Seeking parental consent

Upon a child's admission to the school, all parents will have the opportunity to give consent for their child to be supported in occasional personal care (eg for toileting accidents or clothes becoming wet).

For children who need routine personal care (eg for toileting training) parents will be asked to sign a consent form (see appendix 2)

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 (see section 2.2 and appendix 1).

Where there isn't parental consent for occasional or routine personal care in place, parental permission will be sought before performing any personal care procedure.

If the school is unable to get in touch with parents 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 afterwards.

### 2.2 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 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.

### 2.3 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.

## 3. Role of staff

### 3.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants and carers.

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.

### 3.2 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.

## 4. Intimate care procedures

### 4.1 How procedures will happen

Intimate care will be carried out by a member of staff who knows the child well and who the child has a relationship with. In specific circumstances such as if there is a known risk of false allegations by a pupil, or if it is an invasive procedure, the individual intimate care plan will be reviewed and amended accordingly.

Procedures will be carried out in designated toileting areas according to the age of the children. In EYFS and the Enhanced Provision, routine intimate care procedures take place in the hygiene suite within EYFS. In KS1 and KS2, routine intimate care procedures take place in the hygiene suite in the Lower KS2 area. For all toileting accidents, where possible, the children are encouraged to change themselves in the designated toileting areas within the units.

When carrying out procedures, the school will provide staff with protective gloves, disposable aprons, cleaning supplies, changing bed, disposable blue roll paper nappy sacks and nappy disposal bins.

There will also be a sink with hot water, liquid soap and a hand dryer or paper towels within the changing area for immediate handwashing.

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

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

## **4.2 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 Seth James or Claire Papparozzi (DSLs).

If a child makes an allegation against a member of staff, this will be dealt with in accordance with the Safeguarding, Whistleblowing and Allegations against staff policies.

## **5. Monitoring arrangements**

This policy will be reviewed by Claire Roberts (SENCO). At every review, the policy will be approved by the headteacher and governing body.

## **6. Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Safeguarding policy
- Whistleblowing policy
- Allegations against staff policy
- Health and safety policy
- SEND policy
- Supporting pupils with medical conditions

## Appendix 1: template intimate care plan

PARENTS/CARERS (TO BE COMPLETED WITH SCHOOL STAFF)	
Name of child	
Date of birth	
Intimate care needed	
Description of care needed (how often, where, by whom, resources and equipment needed, specific procedures / support needed)	
Responsibilities of resources / equipment	
What training staff will be given	
Relevant agencies involved in child's care	
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	

This plan will be reviewed twice a year.

Next review date:

## Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE PERSONAL CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate personal 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 if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be given personal care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given personal care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent personal 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.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	