



Intimate Care Policy

Table of Contents

1. Introduction	Error! Bookmark not defined.
2. Definition of Intimate Care.....	Error! Bookmark not defined.
3. Legislation and statutory guidance	Error! Bookmark not defined.
4. Aims.....	Error! Bookmark not defined.
5. Parental/carer partnership and consent.....	3
6. Individual Intimate Care Plan	3
7. Safeguarding	4
Appendix A.....	6
Appendix B.....	9
Appendix C.....	10

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HISP Multi Academy Trust Portswood Primary School First Aid Policy

GUIDANCE ON TOILETING AND PROVISION OF INTIMATE CARE For children in Reception to Year 6.

1. INTRODUCTION

At Portswood Primary School, we are committed to ensuring that all children are respected, valued and supported in every aspect of their personal development. This includes providing appropriate care to meet their personal and intimate needs with sensitivity, dignity and respect.

Some pupils, particularly those in the Early Years or with additional needs or disabilities, may require help with aspects of intimate care such as toileting, changing or personal hygiene. This policy sets out clear guidelines and procedures to ensure that intimate care is carried out safely, consistently, and in partnership with parents and carers.

Our approach reflects our duty to safeguard children, promote their welfare, and uphold their rights. Intimate care will always be carried out in a manner that protects the child from harm, maintains their dignity and privacy, and encourages independence wherever possible.

This policy should be read in conjunction with our Safeguarding and children protection policy, SEBD Policy and other related documentation.

2. DEFINITION OF INTIMATE CARE

Intimate care involves tasks of a personal nature, including:

- Assisting with toileting and continence
- Changing nappies, pull-ups, or soiled clothing
- Providing care during menstruation
- Administering medication where invasive procedures are required
- Supporting children after accidents (Vomiting, diarrhoea)

3. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's statutory guidance:

[Keeping Children Safe in Education](#) (KCSIE)

[Working Together to Safeguard Children](#)

SEND Code of Practice (2015)

Equality Act (2010)

HISP Multi Academy Trust Portswood Primary School First Aid Policy

4. AIMS

The aims of this policy are to:

1. Safeguard and promote the welfare of all children who require intimate care, ensuring their safety, dignity, and rights are upheld at all times.
2. Provide clear guidance to staff on the appropriate procedures for delivering intimate care in a respectful, safe, and consistent manner.
3. Promote independence for children wherever possible, encouraging them to take an active role in their own personal care in line with their age, ability and individual needs.
4. Support inclusion and access to education for children with additional or complex needs by ensuring that their intimate care requirements are met sensitively and appropriately.
5. Ensure that staff are supported and confident in carrying out their intimate care tasks, and understand their responsibilities under safeguarding, health and safety and equality legislation.

5. PARENTAL/ CARER PARTNERSHIP AND CONSENT

- Parents/ Carers will be informed and consulted regarding and regular or ongoing intimate care needs.
- An Individual Intimate Care Plan will be created for children who require regular support.
- Parental consent will be obtained where intimate care is anticipated as part of a child's provision.

6. Individual Intimate Care Plan

The Individual Intimate Care Plan (Appendix A) will include:

- The type and level of care required
- Preferred approaches for the child (routines)
- How the child will be encouraged to take an active role
- Resources and equipment required and clarification of who is responsible for providing them
- Names of staff involved

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The school will set up an agreement that defines the responsibilities that each partner has, and the expectation each has for the other (see Appendix B). This will include:

The parent/ carer:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing school with spare nappies or pull-ups, wipes, bags and a change of clothing
- Agreeing to inform school should the child have any marks/rash
- Agreeing to a 'minimum change policy' i.e. school would not undertake to change the child more frequently than if s/he were at home
- Agreeing to access support from professionals to help with their child's toileting needs and approaches to get them toilet trained.

The school:

- Agreeing to change the child should they soil themselves or become uncomfortably wet
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rash are seen

7. SAFEGUARDING

The children's welfare is paramount. Any decision or action taken to intimate care must be in the best interests of the child.

Wherever possible, children should be involved in the decision about their own care and be encouraged to express preferences. Parental/ Carer consent must be obtained where intimate care is anticipated as part of a child's regular needs.

All staff have appropriate enhanced DBS checks and relevant safeguarding training.

While it is not always practical or necessary for two adults to be present during intimate care, staff are expected to follow school protocols:

- Inform another staff member when they are undertaking intimate care.
- Avoid being alone with a child behind a closed or locked door.
- Complete care in a professional, swift, and respectful manner.

7.1 Reporting concerns

If a member of staff has any concern about:

- A child reaction to intimate care
- Marks or injuries that raise concern
- Unusual behaviour or disclosures

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This must be reported immediately to the Designated Safeguarding Lead (DSL) in line with school reporting procedures.

7.2 Protecting Staff

Staff involved in intimate care are protected by:

- Clear school policies
- Access to support
- Clear reporting and recording procedures
- A culture of openness and accountability

7.3 Record keeping

All regular intimate care provided must be logged using the schools designated Intimate Care Record form detailing:

- Time and date
- Name of child and staff member
- Nature and care provided
- Any comments

These records may be monitored by the DSL or SENCO to ensure that safeguarding procedures are being followed and to identify any patterns that may need further attention.

HISP Multi Academy Trust Portswood Primary School First Aid Policy

APPENDIX A

Portswood Primary School Intimate Care Plan

Name:	Date of Birth:
Year Group:	Class:

Date Plan Created:	Review Date:
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Reason for Care Plan (medical/ developmental reason)

Details of Intimate Care Required

Type of Assistance Needed	Details	Frequency
Toileting Assistance		
Nappy/ pad changing		
Menstrual Care		

Child's Preferences/ Communication (standing up/lying down. Any signs of distress etc)

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Staff involved (Named staff who will carry out intimate care)

Staff member	Role

(All staffed listed must hold an Enhanced DBS check)

Location of Care

--

Equipment and supplies needed

Item	Provided by
Nappies/ pads	
Wipes/ nappy sacks	
Spare clothing	
Gloves (PPE)	
Changing bed	

If the child refuses and becomes distressed in letting adults carry out intimate care parents will be contacted.

If the equipment and supplies are not provided parents will be contacted to come and carry out the intimate care for their child until they are provided.

Parental/ Carer Agreement

I/ we give permission for the named staff members to carry out the intimate care outlines in this plan and understand that care will be conducted in line with the schools intimate care and safeguarding policies.

Parent/Carer name: _____

Signature: _____

Date: _____

HISP Multi Academy Trust Portswood Primary School First Aid Policy

School Agreement

We agree to provide care as outlined and ensure all staff have the relevant safeguarding checks and are supported appropriately.

SENCO/DSL Name: _____

Signature: _____

Date: _____

HISP Multi Academy Trust Portswood Primary School First Aid Policy

APPENDIX B

Portswood Primary school- Intimate Care Plan Agreements

The parent/ carer:

- I agree to ensure that the child is changed at the latest possible time before being brought to the school.
- I will provide the school with spare nappies/pull-ups, wipes, bags and a change of clothing and I understand if they are not provided, I will be asked to come and carry out intimate care on my child.
- I agree to inform the school should my child have and rash/marks.
- I agree to a 'minimum change' policy i.e. the school will not undertake to change my child more frequently than if s/he were at home.
- I agree to access support from professionals to help with their child's toileting needs and approaches to get them toilet trained.
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Signed: (parent/carer)

HISP Multi Academy Trust Portswood Primary School First Aid Policy

APPENDIX C

Intimate Care Record

Child's name _____ Date of birth _____

Class/ Year group _____

Date	Time	Staff member name	Type of care given	Staff initials