



Russells Hall Primary School

Intimate Care Policy

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Persons responsible: Headteacher, SENCO

Approved by: Governors

Linked to: Safeguarding and Child Protection Policy,
Medical Conditions and Allergy Management Policy,
SEND Policy, Health and Safety Policy



Intimate Care Policy

Introduction

Russells Hall Primary School recognises that intimate care is an essential aspect of some children's daily support and wellbeing. Intimate care refers to any care which involves washing, touching, carrying out personal hygiene procedures, or supporting a child with toileting, dressing, menstrual care, continence management, or other care involving intimate areas of the body. In some circumstances, intimate care may also include supporting a child following an accident, episode of illness, or whilst managing a medical condition.

Most intimate care provided in school is related to hygiene, health and wellbeing and forms part of the school's duty of care towards pupils. Where intimate care involves a medical procedure, it will only be carried out by staff who have received appropriate training and who have been assessed as competent to undertake the procedure safely.

Russells Hall Primary School is committed to ensuring that all children are treated with dignity, respect, sensitivity and compassion when intimate care is required. The child's welfare, safety, privacy and individual needs will always be of paramount importance. Every effort will be made to preserve a child's dignity and encourage independence wherever possible.

Only appropriately employed members of staff will undertake intimate care duties. Volunteers, parent helpers and students on placement will not provide intimate care. Staff involved in intimate care will work in accordance with the school's safeguarding procedures, professional standards and staff code of conduct at all times.

The school will work in partnership with parents, carers, health professionals and other relevant agencies to ensure continuity of care and consistency of support. Children will be encouraged to participate in decisions about their care in a manner appropriate to their age, understanding and communication needs. No child should experience pain, distress, embarrassment or humiliation as a result of receiving intimate care.

Aims and Principles

The aims of this policy are to:

- Safeguard the rights, dignity, privacy and wellbeing of pupils.
- Promote the health, safety and welfare of children requiring intimate care.
- Support children to develop independence and self-care skills wherever possible.
- Ensure staff understand their responsibilities when providing intimate care.
- Protect children and staff through clear procedures and professional boundaries.
- Promote partnership working between the school, parents/carers and external professionals.
- Ensure compliance with safeguarding, equality and health and safety requirements.

Our Approach to Best Practice

The management of intimate care will be carefully planned and regularly reviewed to meet each child's individual needs.

The child's welfare, dignity, wishes and rights will be central to all decision-making. Intimate care will be provided respectfully, sensitively and in a manner that takes account of:

- Age and developmental stage.
- Communication needs.
- Medical needs.
- Disability or additional needs.
- Cultural background.
- Religious beliefs.
- Gender identity and preferences where appropriate.
- Emotional wellbeing.

Staff providing intimate care will receive appropriate training, including:

- Safeguarding and child protection.
- Infection prevention and control.
- Moving and handling where required.
- Medical needs training where applicable.
- Any specialist training identified by healthcare professionals.

Where specialist equipment or adapted facilities are required, these will be provided following advice from relevant professionals, such as occupational therapists, physiotherapists, school nurses or continence specialists.

Children will be encouraged to undertake those aspects of personal care that they can manage independently. Staff will provide only the level of assistance necessary and will seek opportunities to develop pupils' independence, confidence and self-esteem.

For pupils requiring ongoing support, an Individual Intimate Care Plan and/or Toileting Care Plan will be developed in partnership with parents/carers and relevant professionals.

These plans will clearly outline:

- The child's individual needs.
- Agreed care procedures.
- Staffing arrangements.
- Health and safety considerations.
- Communication methods.
- Strategies for promoting independence.
- Recording arrangements.
- Review dates.

Intimate care arrangements will be reviewed at least annually or more frequently if needs change.

All records relating to intimate care will be stored securely in accordance with the Data Protection Act 2018 and UK GDPR.

Legislative Framework and Equality

This policy has been developed with regard to:

- The Children Act 1989 and 2004.
- The Equality Act 2010.
- The Human Rights Act 1998.
- The Data Protection Act 2018 and UK GDPR.
- Keeping Children Safe in Education (current edition).
- Working Together to Safeguard Children (current edition).
- The SEND Code of Practice: 0–25 Years.
- Supporting Pupils with Medical Conditions statutory guidance.
- The United Nations Convention on the Rights of the Child (UNCRC).
- Local Safeguarding Children Partnership procedures.

Russells Hall Primary School is committed to ensuring that intimate care arrangements promote equality, dignity, privacy, respect and inclusion for every child.

The school will make reasonable adjustments for pupils with disabilities, medical conditions or special educational needs so that they can access education and participate fully in school life.

Health, Safety and Safeguarding

Intimate care will always be provided in accordance with the school's:

- Safeguarding and Child Protection Policy.
- Health and Safety Policy.
- Supporting Pupils with Medical Conditions Policy.

- SEND Policy.
- Behaviour Policy.
- Staff Code of Conduct.

Staff providing intimate care must:

- Follow agreed care plans and risk assessments.
- Use appropriate personal protective equipment (PPE).
- Follow infection prevention and control procedures.
- Respect the child's dignity and privacy.
- Encourage independence wherever possible.
- Maintain professional boundaries at all times.
- Record and report concerns appropriately.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).

All intimate care should take place in a suitable location that provides privacy while maintaining appropriate safeguarding arrangements.

Where possible, intimate care should be undertaken by one trained member of staff with another adult aware that care is taking place. Staff should follow agreed safeguarding arrangements and ensure that support remains observable and accountable whilst maintaining the child's privacy.

Staff should:

- Wash hands before and after providing care.
- Wear disposable gloves and aprons where required.
- Use appropriate cleaning materials.
- Dispose of waste hygienically using designated facilities.
- Clean and sanitise equipment and changing areas following use.

Any injuries, bruising, marks, soreness, behavioural changes or safeguarding concerns observed during intimate care must be reported immediately to the DSL or Deputy DSL and recorded in accordance with school procedures.

Children Requiring Nappies or Continence Support

Russells Hall Primary School recognises that some children may require nappies, pull-ups or continence support due to age, developmental needs, disability, medical conditions or additional needs.

The need for continence support will not in itself be treated as a safeguarding concern. However, staff will remain vigilant to wider welfare concerns and follow safeguarding procedures where necessary.

Before support is provided, a Continence Support Agreement and, where appropriate, an Individual Intimate Care Plan will be agreed with parents/carers.

The agreement will clarify:

- Responsibilities of school and parents/carers.
- Resources to be provided.
- Changing arrangements.
- Recording procedures.
- Communication expectations.
- Review arrangements.

Parents/Carers will provide:

- Nappies or pull-ups.
- Spare clothing.
- Wipes if preferred.
- Disposal bags where required.

The School will provide:

- Disposable gloves.
- Disposable aprons.
- Hygiene and cleaning materials.

- Waste disposal facilities.
- Access to suitable changing facilities.

Changing facilities will provide an appropriate balance between privacy, dignity and safeguarding.

Physical Contact

There are occasions when staff may need to use appropriate physical contact to:

- Provide intimate care.
- Administer first aid.
- Comfort a distressed child.
- Assist with mobility or personal care.
- Ensure safety.

Any physical contact must:

- Be necessary and proportionate.
- Be appropriate to the child's age and needs.
- Be in the child's best interests.
- Respect personal boundaries.
- Remain professional and open to scrutiny.

Where a child requires regular physical intervention or support, arrangements should be documented within an Individual Intimate Care Plan or relevant support plan.

Any use of restrictive physical intervention will be managed in accordance with the school's Behaviour Policy and Positive Handling procedures.

Record Keeping

A written record should be maintained whenever intimate care is provided beyond routine, agreed arrangements, or where an incident, accident or concern occurs.

Records should include:

- Date and time.
- Name of pupil.
- Reason for support.
- Care provided.
- Names of staff involved.
- Any concerns observed.
- Communication with parents/carers.
- Any actions taken.

Records will be stored securely and treated as confidential.

Managing Concerns and Allegations

If a member of staff observes:

- Unexplained injuries.
- Bruising.
- Marks.
- Soreness.
- Signs of neglect.
- Significant behavioural changes.

They must immediately report their concerns to the DSL or Deputy DSL and follow safeguarding procedures.

If a child becomes distressed or expresses discomfort about receiving intimate care from a member of staff, the concern will be taken seriously and investigated promptly. Alternative arrangements will be considered where appropriate.

Any allegation made against a member of staff in connection with intimate care will be managed in accordance with:

- The school's Safeguarding and Child Protection Policy.
- Keeping Children Safe in Education.
- Statutory guidance relating to allegations against adults working with children.

Staff Training

Staff who provide intimate care will receive appropriate training relevant to their role.

Training may include:

- Safeguarding and child protection.
- Infection control.
- Health and safety.
- Moving and handling.
- Medical procedures.
- Continence care.
- Supporting pupils with SEND.
- Record keeping and professional boundaries.

Training needs will be reviewed regularly and updated where required.

Roles and Responsibilities

Governing Board

The Governing Board will:

- Ensure appropriate policies and procedures are in place.
- Monitor safeguarding arrangements.
- Ensure compliance with legal responsibilities.

Headteacher

The Headteacher will:

- Ensure the effective implementation of this policy.
- Ensure staff receive appropriate training.
- Monitor practice and address concerns promptly.

Staff

Staff will:

- Follow agreed procedures and care plans.
- Maintain professional standards.
- Protect the dignity and welfare of children.
- Report concerns in accordance with safeguarding procedures.

Parents and Carers

Parents and carers will:

- Work in partnership with the school.
- Provide necessary supplies and information.
- Inform the school of any changes to their child's needs.

Monitoring and Review

This policy will be reviewed annually by the Governing Board or sooner if:

- Legislation changes.
- Statutory guidance is updated.
- School procedures change.
- A review is required following an incident or concern.

Appendix 1

Procedure for changing/cleaning children Where?

- Accessibility toilet/shower room
- Rec/Year 1 toilets when quiet if necessary

Procedure

- Promote independence
- Support independence
- Adult to change and clean child

Equipment to use

- Plastic aprons
- Gloves
- Non-allergic wet-wipes
- Nappy sacks for soiled wipes (place in yellow lined bin)
- Nappy sacks for soiled underwear/clothes
- Soil bin
- Alcohol gel

Recording of incident.

Record of incident:

Log on CPOMS any incidents of when a child has needed changing/cleaning up and report which members of staff were present

Appendix 2 – Intimate Care Plan

Pupil Details

Item	Details
Pupil Name	
Date of Birth	
Class	
Medical Condition/SEND Need	
Staff Responsible	
Date Plan Agreed	
Review Date	

Intimate Care Requirements

Please indicate support required:

- ☐ Toileting
- ☐ Changing clothes
- ☐ Nappy/pad changing
- ☐ Menstrual care
- ☐ Personal hygiene
- ☐ Medical procedure (specify)
- ☐ Other:

Level of Support Required

Promoting Independence

Actions the pupil can undertake independently:

Strategies to increase independence:

Health and Safety Considerations

Emergency Contact Details

Parent/Carer Name: _____

Telephone Number: _____

Agreement

We agree that the above arrangements are in the best interests of the child and will be reviewed regularly.

Parent/Carer Signature: _____ Date: _____

School Representative: _____ Date: _____

Appendix 3 – Parent/Carer Consent Form

Consent for Intimate Care

Child's Name: _____ Class: _____

I give permission for appropriately trained staff at Russells Hall Primary School to provide intimate care to my child when required.

I understand that:

- Care will be provided respectfully and with regard to my child's dignity and privacy.
- Staff will encourage my child to develop independence where appropriate.
- A record will be maintained where required.
- Any concerns regarding my child's welfare will be managed in accordance with safeguarding procedures.

Additional information relevant to my child's care:

Parent/Carer Name: _____

Signature: _____

Date: _____

School Representative: _____

Date: _____