Intimate Care Policy

Mickley Village Primary and Nursery School

October 2026

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Written By Reviewed By	Jessica Dolman Chair of Governors
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1. 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 considered
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols and 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.

2. 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

As an academy, this policy also complies with our funding agreement and articles of association.

3. Role of parents/carers

3.1 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 or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be contacted.

For children whose needs are more complex, an intimate care plan will be created in discussion with parents/carers.

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

3.2 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 twice a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are also expected to share relevant information regarding any intimate matters as needed.

Information relating to a child's intimate care needs will be shared only with staff who need the information in order to support the child safely and appropriately.

4. Role of staff

4.1 Which staff will be responsible

All staff at Mickley Village Primary and Nursery 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.

Miss Vessey (Executive Head and Designated Safeguarding Lead) 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

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 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

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

5.1 Staffing

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

Following a whole-school risk assessment and consideration of individual pupil needs, Mickley Village Primary and Nursery School has adopted a two-member-of-staff approach for intimate care procedures.
This arrangement is intended to safeguard children and staff, promote transparency, provide appropriate emotional and practical support, and reduce risks associated with intimate care, including those relating to safeguarding, manual handling, medical emergencies, communication difficulties and behavioural incidents. The school recognises the importance of maintaining children's privacy and dignity and will ensure that the presence of two staff members is managed sensitively and proportionately at all times.

This is to:

- Ensure the child is safe, comfortable and treated with dignity.
- Provide an additional adult to support communication, reassurance or behaviour if the child is anxious or distressed.

- Reduce the risk of any misunderstanding about what occurred during intimate care.

Staff will always explain what support is being provided and encourage pupils to undertake aspects of intimate care independently where they are able to do so safely.

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support. We will train 2-3 members of staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also people known to the child.

At Mickley, male members of staff may be allocated to change female pupils or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parents/carers and pupil, if appropriate.

5.2 Arrangements

Procedures will normally be carried out in the accessible toilet or another suitable private area that provides dignity, privacy and appropriate facilities.

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

- protective gloves
- bins
- protective aprons

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.

All intimate care procedures are recorded and signed by both members of staff present. Records will include the date, time, staff involved, reason for the support provided and any concerns arising from the procedure.

Where intimate care forms part of a pupil's medical needs, procedures will be aligned with any healthcare plan and Supporting Pupils with Medical Conditions arrangements.

Suitable intimate care arrangements for educational visits and residential experiences will be risk assessed and agreed in advance with parents/carers where necessary.

5.3 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 Miss Vessey, Miss Greveson (Deputy Headteacher and Deputy DSL) or Miss Leonard (Pastoral Officer and DDSL).

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.

5.4 Specific procedures for toileting accidents- EYFS

Our school expects children to start Nursery having achieved an appropriate level of independence in toileting and, wherever possible, to be toilet trained, unless there is a diagnosed medical condition, disability, or complex special educational need that affects this. Where a child is not toilet trained on entry to school, we will work closely with families to provide support. An individual Intimate Care Plan will be put in place, regular review meetings will be held with our Family Liaison Officer to monitor progress and offer guidance, and a referral to the School Nursing Service will be completed where appropriate. Our aim is to work in partnership with parents and carers to support every child in developing their independence while ensuring their dignity, wellbeing, and educational needs are met.

5.5 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

Period products are in the staff toilet next to the KS2 classroom. They are also stored and can be collected from KS2 classroom.

Products available include sanitary towels, tampons and period pants.

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with the 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 PSHCE curriculum.

6. Monitoring arrangements

This policy will be reviewed annually and updated sooner if legislation, guidance or school procedures change. The policy will be approved by the governing body.

7. Links with other policies

This policy links to the following policies and procedures:

Accessibility plan

Child protection and safeguarding

Health and safety

SEND

Supporting pupils with medical conditions

PSHCE policy

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Child's preferred method of communication	
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	
Particular likes/dislikes regarding support	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of health professionals involved	
Moving and handling considerations	
Products to be supplied by home	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date plan agreed	

PARENTS/CARERS	
Review 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 twice a year.

Next review date:

To be reviewed by:

RECORD OF INTIMATE CARE INTERVENTION

Date	Time	Procedure	Staff Signature	Second Staff Signature