

Growing together, hand in hand

INTIMATE CARE POLICY

Frequency of Review: Annually
Post-holder responsible for Review: Mrs Porter (Inclusion Lead)
Updated OCTOBER 2025

All children at Gorsemoor Primary School have the right to be safe and treated with dignity, respect and privacy at all times so they can access all aspects of provision. This policy sets out clear principles and guidelines on supporting intimate care, with specific reference to toileting. It should be read alongside the Safeguarding Policy, Health and Safety Policy and Supporting Pupils with Medical Conditions Policy.

Legislative and Statutory Framework

This policy reflects:

- The Equality Act 2010 (Public Sector Equality Duty)
- The Children and Families Act 2014
- SEND Code of Practice (2015)
- The Early Years Foundation Stage (EYFS) Framework (2021)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2025)
- Health and Safety at Work Act 1974
- Data Protection Act 2018 / UK GDPR
- Ofsted Education Inspection Framework (2023)

Principles

Gorsemoor Primary will ensure:

No child is discriminated against due to toileting needs, medical conditions or developmental delay. Children with additional needs are fully supported through an individual Intimate Care Plan. Intimate care procedures maintain dignity, respect and privacy. Safeguarding principles underpin all intimate care practice.

Who Requires an Intimate Care Plan?

Children from Foundation Stage onwards who require support with toileting, changing, or cleaning will need a plan.

Plans will:

Be created in partnership with parents/carers.
Include agreed terminology, equipment needed, child's level of independence, communication preferences and any cultural/religious sensitivities.
Be reviewed regularly according to the child's development.

Role of Staff

The role of intimate care provider is voluntary unless stated in a staff member's job description. Staff must not be compelled to provide intimate care unless agreed upon appointment. All staff undertaking intimate care must have an enhanced DBS check. Staff must follow safeguarding procedures if concerns arise during care. Staff must never use personal mobile devices during intimate care.

Recording Intimate Care Interventions

All interventions must be recorded using the school's logging system.
Records must include: date/time, staff present, nature of the care provided.
Records will be stored securely in line with UK GDPR.

Partnership with Parents/Carers

- Intimate care arrangements will be discussed openly and sensitively.
- Parents may be asked to provide supplies (e.g., nappies, wipes, spare clothes, medical equipment).
- Care plans will be agreed and signed by staff and parents.
- Positive dialogue between home and school will be maintained.

Parents and carers may be asked to supply the following as required:

- Spare nappies
- Wipes, creams, nappy sacks, etc
- Spare clothes
- Spare underwear
- Any other equipment, including medical equipment, as necessary

Best Practice

- Children will never be left in soiled clothing; prompt changing is essential for wellbeing.
- Changing areas must be safe, clean, warm and appropriately equipped.
- PPE (gloves, apron, mask if required) must always be used.
- Staff will promote independence and involve children in self-care where possible.
- Hygiene procedures must be rigorously followed, including cleaning equipment after each use.
- Handwashing routines will always be reinforced.

Safeguarding

- All intimate care procedures must prioritise safeguarding.
- Staff are trained to recognise signs of abuse and follow the Safeguarding Policy.
- Any concerns must be reported immediately to the Designated Safeguarding Lead (DSL).
- Allegations against staff will be managed according to *KCSIE 2025* procedures.
- Children's voice will be central: if a child expresses discomfort with a particular carer, this will be reviewed.
- When children require intimate care, 2 adults will be present.

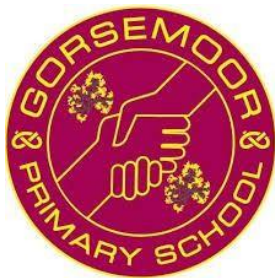
Management of Soiled Waste

- Urine, faeces, blood and vomit will be cleaned promptly and disposed of in designated bins.
- Staff will wear PPE when handling waste.
- Contaminated areas will be disinfected before reuse.
- Soiled clothing will be bagged for parents; staff must not rinse clothing.
- Infection control procedures must always be followed.

Monitoring and Review

- The policy will be reviewed annually.
- The Inclusion Lead and DSL will monitor implementation.
- Logs will be audited to ensure compliance with safeguarding, GDPR, and health & safety.

Appendix a



Intimate Care Plan - DATE

Child's Name:

Date of Birth:

Current Toileting / Intimate Care Needs

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Resources Provided by Parents/Carers

- Nappies / wipes / spare clothes / medical equipment as appropriate
- Any specialist equipment required

Protocols and Procedures

- Care will be provided in line with this Intimate Care Policy and current safeguarding legislation (*KCSIE 2025, Working Together 2023*).
- All care records will be logged and stored securely in line with *UK GDPR / Data Protection Act 2018*.
- PPE (gloves, aprons, masks if required) will always be worn in line with current public health advice.
- Two members of staff should be available where possible for safeguarding purposes.
- Children's dignity, privacy, and independence will always be respected.

Safeguarding and Reporting

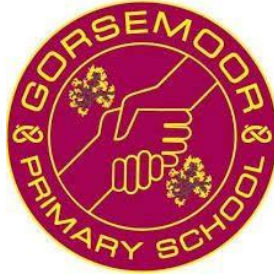
- Staff will follow the school's Safeguarding and Child Protection Policy and statutory guidance (*KCSIE 2025*).
- Any concerns will be reported immediately to the Designated Safeguarding Lead (DSL).
- Allegations against staff will be managed according to safeguarding procedures.

Signatures

Parent/Carer: Date

Inclusion Lead; Date

Lead Teacher: Date



Appendix b

Example

Intimate Care Plan

Name - xxxxxxxx

DoB - xxxxxxxx

Member of staff – xxxxxxxx

Secondary member of staff - xxxxxxxx

xxxxxx is currently wearing pull ups and although he can sometimes successfully take himself to the toilet this is not a learnt behaviour.

Parents will send in the following resources –

Nappy bags

Pull up nappies

Wet wipes

If xxxxxx has wet or soiled his nappy he will be taken to the Edison toilet by a member of staff. This member of staff will put on the appropriate PPE – apron, mask, gloves. Another member of staff will remain close by to ensure safety but to promote privacy.

The member of staff will ask xxxxxx to remove his trousers and will support if necessary. The nappy will be removed and xxxxxx will be asked to wipe himself using provided wet wipes. xxxxxx will be supported if necessary. The dirty nappy and wet wipes will be placed into a nappybag which will be tied and placed in the sanitary bin.

The member of staff will then encourage xxxxxx to put on a new pull up and his trousers they will support if necessary.

Throughout the day xxxxxx will be encouraged to use the toilet especially before and after lunch and if staff see signs of him needing the toilet. PECS and Makaton may aid this.

Agreed terminology for parts of the body and bodily functions: bum, willy

Acknowledge and respect any cultural or religious sensitivities related to aspects of intimate care: N/A

Signed Parent:

Signed Staff:

Signed Staff:

