



Loving to Learn, Learning to Love'



Intimate Care Policy

Last Reviewed: November 2025

Review Date: September 2026

1. INTRODUCTION

1.1 St Mark's CE Primary School is an inclusive school and as such has a number of pupils who require assistance with intimate and personal care.

1.2 The school recognises its responsibility under the Equality Act 2010 and Keeping Children Safe in Education (2025) to safeguard and promote the welfare of all children, including those who require support with intimate care. This policy is also informed by the Trust's Staff Code of Conduct, which requires arrangements for intimate and personal care to be open, transparent, and underpinned by robust recording procedures.

1.3 Intimate care refers to any care which involves washing, touching, or carrying out a procedure to intimate personal areas which most people carry out for themselves but some pupils may be unable to do due to physical disability, medical needs, or SEND. This includes support with toileting, dressing, washing, continence management (e.g. nappy/pad changing), and some medical procedures such as PEG feeding.

2. POLICY STATEMENT

2.1 This policy is intended to:

- Protect the dignity and rights of pupils who require intimate care;
- Promote good safeguarding practices;
- Ensure a safe and professional environment for staff.

2.2 This policy seeks to ensure there is a safe working environment for staff who deliver intimate care to pupils.

2.3 The following principles underpin all intimate care arrangements:

- Every pupil has the right to be safe.
- Every pupil has the right to personal privacy and dignity.
- Every pupil has the right to be treated with respect and valued as an individual.
- Every pupil has the right to express their views and be involved in their care, wherever possible.
- Every pupil has the right to develop independence and do as much for themselves as possible.
- Intimate care must never be provided by an adult unfamiliar to the child.
- The health, safety, independence, and wellbeing of pupils must be promoted at all times.

3. AIMS

3.1 To ensure pupils receive consistent and sensitive care in a safe, supportive environment.

3.2 To ensure that all personal or intimate care is carried out in line with safeguarding expectations, health and safety standards, and school procedures.

3.3 To ensure that all care is documented clearly and reviewed regularly.

3.4 To ensure that children, families, and staff are all involved in the creation and review of personal intimate care plans.

4. PROCEDURE

4.1 Care Planning and Consent

- All children requiring regular personal or intimate care will have a clearly documented Personal Intimate Care Plan.
- The plan will be developed with input from the pupil (where possible), their parent/carer, and relevant professionals.
- The plan must detail who will provide care, what care will be provided, frequency, location, resources, and any cultural or religious considerations.
- The plan will be signed by parents/carers and school staff and reviewed at least termly, or immediately if needs change.

4.2 Delivery of Care

- Pupils will be encouraged to undertake as much of their personal care as is developmentally appropriate.
- Wherever possible, one familiar and trained staff member will deliver care. A second adult must be aware the care is taking place and remain within visual or audible proximity.
- If care must be provided by more than one adult (e.g. PEG feeding), this must be specified in the care plan and documented.
- All adults providing care must be safely recruited, DBS checked, and appropriately trained.
- Staff will use appropriate PPE and follow infection control procedures.
- Care tasks will be recorded each time using a care log, including time, staff initials, and reason for care.

4.3 Safeguarding and Supervision

- Pupils must never be left in a state of undress without supervision unless risk assessed.
- Supervision must be appropriate to age, understanding, and need.
- Volunteers and visiting staff must not provide intimate care unless specifically trained and authorised to do so.
- Staff must never provide intimate care to a child they do not know unless in an emergency and under the direction of a senior leader.

4.4 Privacy, Respect and Inclusion

- Privacy will be respected at all times, e.g. using privacy screens or closing toilet doors.
- Pupils' preferences for staff gender or communication style will be accommodated wherever possible.
- Cultural and religious beliefs will be respected in all care routines.

4.5 Changing and Continence Care

- The school will maintain clear procedures for safe and hygienic nappy/pad changing.
- Changing will be undertaken in a designated area with appropriate facilities.
- Parents/carers are expected to supply nappies, wipes, and spare clothing.
- Incontinence care is generally delivered by one trained adult unless otherwise stated.

4.6 Sanitising products and PPE will be provided by the school.

5. RECORD KEEPING AND REVIEW

A log will be kept of all intimate care provided, including date, time, reason, and staff initials.

Any incident, injury, or safeguarding concern must be recorded on CPOMS and reported to the DSL immediately.

All changes to a pupil's intimate care plan must be documented, even if temporary.

6. ROLES AND RESPONSIBILITIES

The Headteacher and Deputy Headteacher, with the SENDCo, are responsible for ensuring that only appropriately trained staff provide intimate care.

The Governing Body is responsible for ensuring that the policy is followed and reviewed annually.

All staff involved in providing intimate care are responsible for following the agreed procedures and maintaining the dignity, safety, and rights of the child at all times.

7. RELATED POLICIES

This policy should be read alongside the following school policies and documents:

Safeguarding and Child Protection Policy

SEND Policy

Staff Code of Conduct (Trust)

Health and Safety Policy

Equality and Accessibility Plan

Supporting Pupils with Medical Conditions

Signed:
Mrs D. Sadler
Headteacher

Signed:
Mrs L. Jones & Mrs J Thompson
Co-Chairs of the Local Governing Board

Date:



St Mark's CE Primary School Personal Intimate Care Plan

Child's Name:	Date:
Main areas of need:	
Toileting/nappy changing plan: Include- who/ what/frequency/ location/resources procedures if differ on a trip/resources & equipment used	
Dressing/undressing plan (if applicable):	
Discussed and agreed with parents/carers/child on Date Signed Parent/Carer Signed Staff member Any other comments	



Recording of Personal Intimate Care Intervention

Child's name: Class:					
Date & Time	Reason	Staff Name and Signature		Second Staff Name and Signature	
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				
	urine/faeces/both				



Recording for changing children with delayed continence

Date & Time	Child's name	Reason	Staff Name and Signature	Second Staff Name and Signature	Clothes borrowed
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			
		urine/faeces/both			