Intimate Care Policy 2026 - 28

This will be reviewed every two years.

Signed: Headteacher P Lyall

This is a new policy to reflect our new Nursery provision from September 2026.

Next review – Autumn 2028

Hodnet is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- This intimate care procedure should be read in conjunction with the following
- KCSIE documentation
- Safeguarding Child Protection Policy
- Accessibility plan
- Health and safety policy and procedures
- Policy for the administration of medicines
- Special Educational Needs policy
- Staff code of conduct or guidance on safe working practice
- Safe Sleep procedures.

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 taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols 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

It also complies with our Trust funding agreement and articles of association.

Hodnet is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust. We recognise that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain. Staff will work in close partnership with parent/carers to share information and provide continuity of care, and all incidents of intimate care will be recorded.

Intimate care can be defined as **any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs**. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting and help with dressing. It also includes supervision of children involved in intimate self-care. We do not consider help with or adjustment of garments as intimate care.

3. Role of parents/carers

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 asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the consent form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure. Parents of children in classes R-6 may be asked to come to school to support their child and perform any necessary intimate care as required.

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.

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.

See appendix 1 for example plan.

Sharing information

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

4. Role of staff

Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their contract or job description. This includes nursery staff and teaching assistants.

No other staff members can be required to provide intimate care.

All staff at the Hodnet school & Nursery 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.

Our EYFS lead, Mrs Noden 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

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, Hodnet school & Nursery will balance children's privacy with safeguarding and support needs.

Staffing

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

One member of staff will be present with each child, except for circumstances where two members of staff are needed to safely handle a child who needs to be assisted, or to use equipment such as a hoist, or where there is a known risk of false allegations by the pupil.

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.

Arrangements

Procedures will be carried out in the toilet areas ensuring that no other children are using the facilities at this time.

Before going to perform intimate care, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

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

- Aprons
- Protective gloves
- Cleaning supplies

- Changing mats
- Nappy bags
- Nappy bins

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.

Instances of intimate care are recorded and reported to parents/carers. Records of Intimate care include date/time, staff involved and any relevant observations.

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 Mrs Lyall, Headteacher.

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.

Specific procedures for nappy changing in Nursery

- Before performing intimate care, preparation and hygiene precautions must be taken. Staff must wash their hands, wear a disposable apron and use disposable gloves.
- Nappy changing must only take place in the Nursery bathroom area suing a padded changing mat safely positioned on the floor to prevent falls or injury.
- Changing bags are located in the bathroom areas on the child's specified peg.
- Soiled items should be disposed of using the yellow nappy bins. Nappies should be placed in hygienic nappy bags before putting in the nappy bin.
- Ensure record keeping is completed following a nappy change.

Specific procedures for toileting accidents

Where pupils are staring school without having being toilet trained, staff will work with the pupils parents/carers to agree a care plan prior to starting school.

School will record the number of soiling accidents in school and liaise with the pupils parents/carers about:

- The outcomes of relevant medical appointments attended by the child
- Any changes in patterns of soiling incidents, at home or in school
- The current plans relevance and impact.

School may also consult with the school nursing team for further support or external professionals or advice such as the ERIC website.

Management of menstrual care

All staff will be sensitive to the fact that girls at our school may start to menstruate. Whilst there is no shame or stigma attached to this, those pupils may wish to deal with it discretely. Hodnet school will provide sensitive and practical information about sanitary products, eg where to find them and how to dispose of them correctly.

Period products are available to pupils in the accessible toilet and staff in the staff toilets. We have sanitary towels and tampons available for pupils. Pupils may also bring their own, we have spaces for pupils to bring a small bag containing their own products to sue in school. The accessible toilet and named cubicles int eh KS2 girls toilets have hygiene bins to correctly dispose of sanitary products.

Staff will not directly assist with eh physical act of changing sanitary products. Age appropriate education on puberty and menstruation hygiene is provided as part of our PHSE curriculum.

Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the EHCP or care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes. Adults (other than the physiotherapist) carrying out physiotherapy exercises with pupils should be employees of the school. Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Medical Procedures

Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the IEP or care plan and will only be carried out by staff who have been trained to do so. Any members of staff who administer first aid should be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

Massage

Massage can be commonly used with children who have complex needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation. Staff at Hodnet are involved in delivering aspects of programmes devised by therapists. It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and children.

6. Monitoring arrangements

This policy will be reviewed by our SLT every 2 years. At every review, the policy will be approved by the headteacher and governing body.

Appendix 1: Intimate care plan

HODNET SCHOOL INTIMATE CARE PLAN – DETAILS PROVIDED BY PARENTS/CARERS	
Name of child	
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	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILDS VOICE	
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:

Appendix 2: Parent/carer consent form

PERMISSION FOR HODNET NURSERY STAFF TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	

I give permission for the nursery school to provide appropriate intimate care to my child (e.g. nappy changing, changing soiled clothing, washing and toileting)	☐
I will provide appropriate equipment to enable intimate care such as wipes, nappies, nappy bags and spare clothes.	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I **do not** give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact(s) and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact(s), if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐

Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	