

Broadbent Fold Primary School and Nursery



In Partnership with
**STAMFORD
PARK TRUST**

Intimate Care Policy November 2026

In line with the Equalities Act (2010) we aim to ensure that any child, irrespective of protected characteristics (These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.) is treated fairly and with respect. The law states that the public sector equality duty includes a general duty to, “Foster good relations between people who share a protected characteristic and those who do not.” This policy can be adapted to suit individual needs.

Broadbent Fold Primary School and Nursery takes the health and wellbeing of its pupils very seriously. As described in the Supporting Children with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any child with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Children will always be treated with care, sensitivity and respect when intimate care is given, and no child will be left feeling embarrassed or as if they have created a problem.

For the purpose of this policy, **intimate care** is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed child

The provision of personal care will always be deemed to be **regulated activity** regardless of frequency and whether they are supervised or not. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Aims and Ethos

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, 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.

The pastoral care of our children is central to the aims, ethos and teaching programmes within our school and we are committed to developing positive and caring attitudes in our children. It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

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

Role of parents/carers

Seeking parental permission

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, an Intimate Care Plan will be created.

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.

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. For children with Education, Health and Care Plans (EHCPs) that have intimate care needs, this will be referenced during the annual review process to consider whether any changes need to be made to plans or procedures.

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 and updated annually, even if no changes are necessary, as well as whenever there are changes to a pupil's needs.

Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed. We may at times need to share the plan with relevant health professionals however would seek consent from parents/carers before doing this.

Role of staff

Which staff will be responsible?

Any staff who may need to carry out any intimate care duties will be consulted with beforehand to ensure they feel comfortable and supported to do so.

All staff at the 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.

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 included in any meetings with professionals that focus on a child's intimate care needs and encouraged to seek further advice as needed.

Intimate care procedures

How procedures will happen

Where possible, we will try to ensure there are 2 members of staff present during intimate care procedures. However, this is not always possible, so it may mean that a member of staff has to undertake this independently. Where this is the case, staff will ensure they communicate with their year group colleagues following intimate care procedures to confirm there have been no issues or concerns.

Procedures will be carried out in the nearest toilets to the classroom. For children who may need to lie down to be changed, there will be appropriate changing mats in those areas. For children who need more space, the accessible toilet next to reception or the Early Years bathroom, should be used.

5.2 Procedures for specific categories of intimate care:

Assisting a child to change his / her clothes	This is more common in our Foundation Stage or Year 1. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff should make another member of staff aware they are going to change a child. Intimate or personal care procedures should not involve more than one member of staff when changing children. If staff are concerned in any way, parents will be sent for and asked to assist their child and informed if the child becomes distressed.
Changing a child who has soiled him/herself ('one off' incident)	If a child soils him/herself in school, the child will be given the opportunity to change his / her underwear in private and carry out this process themselves. School will have a supply of wipes, aprons, gloves or visors and clean underwear and spare uniform for this purpose.
Changing a child who has soiled him/herself (where an Intimate Care Plan is in place)	All procedures involved in changing the child should be in line with the Intimate Care Plan for that child. If staff are unsure what these procedures are, or are not familiar with the plan, they should not perform intimate care until they have seen the plan and discussed this with the Class Teacher or SENCO and/or a member of SLT as appropriate.

Staff should ensure basic hygiene routines are followed – this includes ensuring that PPE is worn; ensuring the area used for the intimate care procedure is clean and sanitary and that hand washing guidelines are followed both before and after.

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.

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 the Designated Safeguarding Lead (DSL).

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.

Early Years Foundation Stage – toileting

At Broadbent Fold Primary School and Nursery, we understand that starting at an Early Years setting is always an important and challenging time for children and their parents, it is also a time of very rapid development change for all children. As with all development milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. Before children begin our Nursery, we encourage all parents to toilet train their children.

However, we understand that when children start the Nursery they may be at many different stages, for a variety of reasons children may:

- Be fully toilet trained
- Have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- Be fully toilet trained at home but have accidents in the setting, or vice versa
- Be nearly there but need some reminders and encouragement
- Not be toilet trained but respond well to a structured toilet training process
- Have additional needs and may require some help with some or all aspects of intimate/personal care.

If a child is not yet fully independent with toileting, staff will work with the parents to ensure consistency of care and that we comply with parental wishes with regards to toilet training.

An Intimate Care Plan will be completed with parents. It may be appropriate to also consider offering further support to the family through Early Help/signposting to external services.

If staff and parents have concerns about a child's progress in toilet training we will advise that they liaise with their Health Visitor if the child is younger than 5 or the School Nurse if they are 5 or older.

We recognize the needs of children with EAL and children with SEND. Appropriate interventions should be made for these children and their parents. For those children teachers are encouraged to provide picture cards to support them with toileting and if necessary will have relevant information interpreted.

Swimming

Pupils in Years 4 regularly participate in swimming lessons at Tameside Active Denton. Pupils are entitled to privacy when changing, however, some pupils may require supervision during changing. Parental consent will be obtained before assisting any pupil in changing clothing before and after swimming lessons. Staff will apply all the procedures described in this policy during residential and off-site visits. Meetings with children away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the headteacher. Consent from a parent will be obtained and recorded prior to any offsite visit.

Monitoring arrangements

This policy will be reviewed by Headteacher annually. At every review, the policy will be approved by the Local Governing Committee.

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