

Intimate Care Policy

Meanwood Church of England Primary School



Approved by: Mr J Chapman (Headteacher)

Date Approved: September 2026

Last reviewed on: September 2026

Next review due by: June 2027

OUR SCHOOL VISION & VALUES

At Meanwood C of E Primary School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality or disability. The school will provide an inclusive curriculum, which will meet the needs of all its pupils including those with disabilities, special educational needs, from all cultural backgrounds and faiths and pupils with English as an additional language.

1. Policy Aims

Intimate care is any care which involves toileting, washing, changing, touching, or carrying out an invasive procedure to children's intimate personal areas. At Meanwood C of E Primary School, we recognise that intimate care is a necessary professional responsibility that requires high standards of care, dignity, and sensitivity. This policy aims to ensure that:

- Intimate care is carried out properly and safely by authorised staff, fully in line with agreed individual care plans.
- The dignity, rights, and overall wellbeing of all children are safeguarded at all times.
- Pupils with intimate care difficulties or medical conditions are not discriminated against, fully upholding the Equality Act 2010.
- Parents and carers are confident that staff are knowledgeable, trained, and attentive to their child's individual physical and emotional needs.
- Staff carrying out intimate care work do so within clear professional guidelines (including health and safety, manual handling, hygiene, and safeguarding protocols) that protect both themselves and the pupils involved.

2. Legislation and Statutory Guidance

This policy is grounded in current Department for Education (DfE) statutory guidance and statutory duty, ensuring robust safeguarding and equality of opportunity across all school operations. Specifically, this policy complies with:

- DfE Statutory Safeguarding Guidance, including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.
- The Equality Act 2010, ensuring reasonable adjustments and non-discriminatory provision for pupils with Special Educational Needs and Disabilities (SEND) or medical needs.
- The Children Act 1989 and 2004, prioritising child welfare and protection in all educational environments.
- DfE Guidance on First Aid and Health and Safety in Schools, incorporating appropriate hygiene and infection control standards.

3. Role of Parents and Carers

3.1 Seeking Parental Permission

Where an intimate care plan or parental consent for routine personal care is not already in place, formal parental permission will always be sought before performing any intimate care procedure. In the event that an urgent intimate care procedure is required and the school is unable to contact parents or emergency contacts, staff will proceed with the care to ensure the child is comfortable and barriers to learning are removed. Parents will be informed promptly afterwards.

3.2 Creating an Individual Intimate Care Plan

Where a pupil requires regular or predictable intimate care, a bespoke Intimate Care Plan (see Appendix 1) will be agreed in direct consultation between the school, parents/carers, the child (subject to age and understanding), and any relevant health professionals. The school works closely with parents to incorporate individual preferences, dealing with all needs sensitively, discreetly, and appropriately. Subject to understanding, the pupil's voice and preferences regarding care arrangements will be formally sought and recorded.

Intimate Care Plans are formally reviewed every year (annually), even if no immediate changes are necessary, and updated whenever there is any change in the pupil's personal, physical, or medical needs.

3.3 Information Sharing & Resources

The school maintains open communication with parents to ensure a consistent approach between home and school. Parents are expected to inform the school immediately of any changes affecting personal care routines, medication, or infections. Furthermore, for pupils requiring routine intimate care, parents are expected to maintain an adequate supply of change items (at least a week's supply in advance), including nappies, wipes, spare underwear, and spare clothing.

4. Role of Staff

4.1 Authorised Staff & Safeguarding Vetting

Only staff members who have intimate care duties explicitly set out within their job description are required or permitted to carry out intimate care. No other staff member can be required to perform personal intimate care procedures. All staff providing intimate care must undergo enhanced Disclosure and Barring Service (DBS) checks with a barred list check prior to appointment, alongside thorough employment history and reference verification.

4.2 Staff Training & Working Knowledge

Staff responsible for intimate care receive comprehensive induction and ongoing development, including:

- Specific training in the precise personal care procedures they undertake.
- Regular statutory safeguarding and child protection updates.
- Manual handling training where lifting or physical assistance is required, enabling pupil participation safely.
- Familiarity with school risk assessments, health and safety protocols, and strict hygiene controls.

5. Intimate Care Procedures & Operational Standards

5.1 Operational Protocols

To ensure robust safeguarding and health and safety compliance, the following procedural rules apply across the school:

- **Female Staff Requirement:** A female member of staff will always change a pupil, regardless of the pupil's gender.
- **Prompt Attention:** Staff remain vigilant and, upon noticing an accident, will assist and change the pupil promptly. If a pupil requires bathing or extensive changing beyond school facilities, parents will be contacted to arrange care or transport home.
- **Privacy & Dignity:** Procedures are carried out in a designated quiet location (e.g., designated cloakroom or toilet area) where one staff member provides care while the second staff member maintains privacy, dignity, and prevents interruption by other pupils.
- **Hygiene & PPE:** Protective disposable gloves and aprons are provided and must be worn by staff during procedures.
- **Handling Soiled Items:** Any soiled clothing or linen is contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the school day.

5.2 Safeguarding Concerns & Allegation Protocols

Staff involved in intimate care are alert to safeguarding indicators and must adhere to strict reporting rules:

- **Physical Appearance Concerns:** If staff observe unexplained marks, bruises, soreness, or physical changes during care, they must immediately record and report this via the school's statutory safeguarding reporting system.
- **Accidents or Incidents:** If a child is accidentally hurt or distress occurs during a procedure, the staff member must report the incident immediately to the Designated Safeguarding Lead (DSL).
- **Allegations Against Staff:** If a pupil makes an allegation against a member of staff, intimate care responsibilities for that child are immediately transferred to another member of staff, and the allegation is formally investigated in accordance with school safeguarding procedures.

6. Monitoring and Review Arrangements

This Intimate Care Policy is reviewed annually by the Senior Leadership Team (SLT) to ensure ongoing alignment with DfE guidance, safeguarding standards, and operational practice. At every review, the policy is submitted for formal approval by the Headteacher.

7. Links with Other School Policies

This policy operates in direct conjunction with the following school policy frameworks:

- Child Protection and Safeguarding Policy (including KCSIE statutory duties)
- Special Educational Needs and Disabilities (SEND) Policy
- Accessibility Plan
- Health and Safety Policy & First Aid Procedures
- Equality and Diversity Policy

Appendix 1: Template Intimate Care Plan

This Intimate Care Plan is completed in consultation between school staff, parents/carers, and the child (where appropriate), in full compliance with Meanwood C of E Primary School's Intimate Care Policy.

OUR COMMITMENT TO DIGNITY AND INCLUSION

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1. Individual Child & Care Details

Name of Child:	
Date of Birth & Class:	
Type of Intimate Care Needed:	
Who May Perform This Care? (Authorised Staff)	
Is the child able to perform any care with support?	
When & Where Will Care Take Place?	
Resources, Equipment & Supply Arrangements:	
Trip / Outing Adjustments:	

2. Voice of the Pupil

What help do you need?	
Who would you like to help you?	
How many staff members would you want present?	
What can we do to make you feel comfortable? (e.g. chat during changing)	

Child's Signature (if applicable): _____ Date: _____

3. Parent / Carer Permission Declarations

I give permission for the school to provide appropriate intimate care to my child as described in this plan.	☐ ☐
I will advise the school immediately of anything affecting personal care (e.g. medication changes or infections).	☐ ☐
I do NOT give consent for intimate care. The school will contact me/emergency contacts to provide personal care.	☐ ☐
I understand that if emergency contacts cannot be reached in urgent situations, staff will provide care per school policy to ensure comfort and safety.	☐ ☐

Parent/Carer Name: _____ Relation: _____
 Parent/Carer Signature: _____ Date: _____

Mid-Year Review Date: January 2027 Reviewed By: _____ Outcome: ☐ Unchanged ☐ Updated	Parent Signature: _____ Staff Signature: _____ Date: _____
Summer Review Date: June 2027 Reviewed By: _____ Outcome: ☐ Unchanged ☐ Updated	Parent Signature: _____ Staff Signature: _____ Date: _____