



LANGTOFT PRIMARY SCHOOL

Intimate Care Policy

1. Introduction

- 1.1 The *Intimate Care Policy* at Langtoft Primary School recognises that all adults may be involved in duties which require intimate care of children. As the need arises, staff are expected to carry out such a procedure whilst children are in their care. Staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.
- 1.2 The Governing Body recognises its duties and responsibilities under the Equality Act 2010. Children with disabilities, medical conditions, continence needs or special educational needs and disabilities (SEND) will not be discriminated against and reasonable adjustments will be made where appropriate to ensure full access to education and school activities.
- 1.3 Staff recognise the need for children to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.
- 1.4 Staff will work in close partnership with parents/carers to share information and provide continuity of care.
- 1.5 Procedures have been adopted with consideration to Department for Education Guidance including [Keeping Children Safe In Education \(2026\)](#) and [Working Together To Safeguard Children \(2026\)](#).
- 1.6 The school will ensure that:
 - Every child is treated with dignity and respect.
 - The child's privacy is maintained wherever possible.
 - Children are encouraged to be as independent as possible.
 - The views and wishes of the child are considered.
 - Intimate care is delivered in the least intrusive way possible.
 - No child is discriminated against because of a disability, medical condition, continence issue or special educational need.

2. What is intimate care?

- 2.1 Intimate care covers any task that involves the washing, touching or carrying out of a procedure to intimate areas of the body. It is associated with bodily functions and personal hygiene, including toileting, washing and dressing.
- 2.2 Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control.



- 2.3 There should be a high level of awareness of safeguarding issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.
- 2.4 Staff will explain any intimate care support required before assisting the child and seek the child's agreement wherever developmentally appropriate.
Staff will listen to and respect a child's wishes, preferences and feelings. Children will be encouraged to undertake as much of their own personal care as they can safely manage.

3. Who will undertake intimate care?

- 3.1 Intimate care is only to be carried out by employed staff and not visitors, volunteers or parents/carers other than the child's own. In most circumstances, the child's regular teacher(s)/teaching assistant(s)/lunchtime staff will be responsible for changing them; however, this is not always possible, so another member of staff may need to carry out the procedure. As no person other than employed staff (and the child's own parent/carer) are allowed to change children, the child will know who is changing them and will have seen them before.
- 3.2 The experience is made as pleasant as possible for the child by ensuring that they are spoken to at all times, provided with as many opportunities to be independent and praised for this. This can be used as an opportunity to chat to the child about their learning experiences that day, count or sing songs, for example.
- 3.3 A second member of staff should be aware that intimate care is taking place and be available nearby should assistance be required. The second member of staff does not need to be present unless circumstances indicate this is necessary for safeguarding, medical or behavioural reasons.
- 3.4 A parent or carer will be called if i) a child refuses staff assistance or ii) a child is unduly distressed by the experience. The parent/carer may be asked to take the child home if the child is distressed or unwell.

4. Where will the intimate care take place?

- 4.1 Intimate care will usually take place in the toilets which are private enough to respect the child's dignity but also allow the adult to be seen at all times.
- 4.2 Changing facilities (within the toilet blocks) should provide privacy and dignity for the child while ensuring that staff can summon assistance if required and that safeguarding expectations are maintained.



5. What safeguarding procedures will be followed?

- 5.1 Staff members will follow the school's policies for *Safeguarding and Child Protection Policy and Procedures*. If a member of staff notices marks, injuries, bruising or undue soreness, the staff member will record and share their concern with the school's Designated Safeguarding Leads immediately after completing the intimate care procedure.
- 5.2 Any concern regarding the conduct of an adult during intimate care procedures must be reported immediately to the Headteacher, Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and managed in accordance with the school's safeguarding and managing allegations procedures.
- 5.3 Any disclosure made by a child during intimate care procedures will be responded to and recorded in line with the school's Safeguarding and Child Protection Policy.
- 5.4 Any repeated toileting accidents, changes in presentation, unexplained injuries, bruising, soreness or behavioural concerns will be considered and, where appropriate, discussed with parents/carers and the Designated Safeguarding Lead.

6. What is the procedure for changing a child?

- i. Ascertain the child has had an accident
- ii. Find out whether the child is able to change their own clothes and clean themselves and encourage them to do this in the first instance
- iii. Offer to help the child to change their clothes and make themselves clean if they are unable to do this independently
- iv. Seek out a second adult to provide support
- v. Ensure all changing equipment and resources are to hand
- vi. Ensure the child understands what support will be provided and obtain their agreement wherever appropriate.
- vii. Staff take the child to the designated changing area (usually the toilets) and establish that the child is happy and comfortable with being changed by talking to the child throughout and telling them what they are about to do before each step
- viii. Reassure the child and maintain a calm, supportive and respectful approach throughout the procedure.
- ix. Staff to wear disposable gloves and a disposable plastic apron to protect their clothing from contamination. Please note, the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the end of the procedure. Any bodily fluids will be managed in accordance with the school's infection control procedures.
- x. Staff to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled underpants unless further soiling has occurred and the child needs to be changed fully. Adult to remove the soiled pants, double-bag in a sanitary bag and place into the sanitary bin



- xi. Child's skin is to be cleaned with disposable wipes (by the child whenever possible) and also disposed of in a sanitary bag in the sanitary bin
- xii. Child to be dressed, or encouraged to dress in clean clothes if soiled. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the day. Staff members will not attempt to wash or rinse the clothes
- xiii. Staff to oversee the child wash their hands.
- xiv. Staff to determine if changing area should be wiped with anti-bacterial spray and dried after use.
- xv. Staff to wash and dry their hands following the procedure, after glove removal and before leaving the changing area.
- xvi. Any contaminated surfaces, equipment or resources will be cleaned and disinfected following use.
- xvii. All intimate care procedures will be recorded in the Intimate Care Log. The record should include:
 - Date and time.
 - Child's name.
 - Reason intimate care was required.
 - Name of staff member(s) involved.
 - Any concerns observed.
 - Confirmation that parents/carers were informed.
- xviii. Records will be stored securely and managed in accordance with the school's data protection and record retention procedures.
- xix. Parents/carers will be informed whenever intimate care support has been provided.
- xx. Repeated incidents of soiling or toileting difficulties will be discussed with parents/carers to determine whether further support, advice from health professionals or an Individual Intimate Care Plan is required.

7. Individual Intimate Care Plans

Where intimate care is required on a regular, ongoing or foreseeable basis, an Individual Intimate Care Plan will be completed.

The plan will be developed in partnership with:

- Parents/carers;
- The child (where appropriate);
- Relevant school staff;
- Relevant health professionals where necessary.

The plan should include:

- The child's needs;
- Specific care procedures;
- Equipment required;
- Staffing arrangements;
- Risk assessments;
- Infection control arrangements;
- Emergency procedures;
- Review dates.



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

7 Menstrual Care

The school recognises that some pupils may require support with menstrual care.
Any support provided will:

- Respect the child's dignity and privacy;
- Be carried out sensitively and discreetly;
- Promote independence wherever possible;
- Be agreed with parents/carers where appropriate;
- Be documented within an Individual Intimate Care Plan where regular assistance is needed.

8 Staff Training

Staff responsible for providing intimate care will receive appropriate information, guidance and training relevant to their role.

Training may include:

- Safeguarding and child protection;
- Infection prevention and control;
- Safe use of personal protective equipment;
- Manual handling;
- Medical procedures relevant to individual pupils;
- Record keeping and confidentiality.

Where specialist medical procedures are required, training will be provided by appropriately qualified healthcare professionals

9 Policy Links

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Supporting Pupils with Medical Conditions Policy;
- SEND Policy;
- Equality Information and Objectives;
- Health and Safety Policy;
- First Aid Policy;
- Data Protection Policy.

10 Monitoring and Review

Staff members will make leaders aware of any issues arising the delivery of intimate care so that the policy may be reviewed. The headteacher will recommend revisions to the policy to the Governing Board as they arise.



Intimate Care Log

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