WARMLEY PARK SCHOOL AND COLLEGE

INTIMATE CARE POLICY

Author/Person Responsible	Headteacher
Date of Ratification	1st July 2026
Ratification Group	FGB
Review Frequency	Annual
Next Review Date	July 2027
Previous Review Amendments / Notes	

Contents

1. Aims 2
2. Legislation and statutory guidance 2
3. Role of parents/carers 2
4. Role of staff 3
5. Intimate care procedures 4
6. Monitoring arrangements 6
7. Links with other policies 7
Appendix 1: template intimate care plan 8
Appendix 2: template intimate care record 11

---

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

3. Role of parents/carers

3.1 Seeking parental permission

School Based Nursery

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), a care plan must be in place which is reviewed annually.

Parents/Carers must also provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

Main School and College

For children whose needs are complex or who need particular support 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.

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.

3.2 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/young adult (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 created / reviewed annually during annual review meetings with parents/carers, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

See appendix 1 for a template plan.

3.3 Sharing information

The 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

4.1 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 Carers, Teaching Assistants, Teachers and trained members of the Senior Leadership Team.

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

All staff at Warmley Park School and College 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.

The PHSE Lead, EYFS Lead and designated members of the Senior Leadership 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

4.2 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, Warmley Park School and College will balance children's privacy with safeguarding and support needs.

5.1 Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check (as is the case for all staff at Warmley Park School and College)

In general, one member of staff will be present with each child except for these circumstances where:

2 members of staff on needed to:

- safely handle a child who needs to be assisted
- use equipment such as a hoist
- where there is a known risk of false allegations by the pupil.

Warmley Park School and College male members of staff may be allocated to change female pupils or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parents/carers and pupil, if appropriate.

5.2 Arrangements

Procedures will be carried out in designated pupil bathrooms.

Before going to perform intimate care on a child, 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:

PPE and equipment includes protective gloves, aprons, cleaning supplies, changing beds and 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.

All intimate care should be recorded on an intimate care record and added to the class intimate care folder (appendix 2)

5.3 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.

Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

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 a DSL/DDSL.

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.

Recording sheets to be reviewed by DSL on request.

5.4 Specific procedures for nappy changing in nursery/early years

1. Staff to ensure they have all items needed for a change prior to beginning the change e.g. disposable gloves on, damp Conti-wipes, fresh pad and needed motivator e.g. special toy/sensory item. Children to be shown toilet symbol/photo of bathroom/object of reference such as a nappy/pair of pants to support a smooth transition to the location for changing.

2. Change to take place in the designated bathroom within the EYFS classroom

3. Soiled pad and used gloves to be disposed of in the nappy bin with the yellow bag liner.

4. All changes to be recorded including date, time, if the student was wet/dry/soiled and any other comments e.g. SOT (sat on toilet), cream applied, student requested bathroom visit and initial of staff member supporting

5.5 Specific procedures for toileting accidents

Where pupils require unplanned support with intimate care, they will be treated with dignity and discretion.

If on a local trip, they may return to site for their care. If a longer distance from school, staff will ensure extra supplies are provided and an experienced member of staff is available to provide care.

Soiled items will be bagged securely and sent home if appropriate.

The pupil's parents/carers will be notified and may discuss:

- The change in presentation or any patterns noticed
- The outcomes of relevant medical appointments attended by the pupil
- Whether there is a need to create a care plan

5.6 Management of menstrual care

All staff will be sensitive to the fact that:

1. Girls at our school may start to menstruate
2. While there is no shame or stigma attached to this, those pupils may wish to deal with it discreetly

The school will offer sensitive and practical information to pupils about:

3. Where the sanitary products are
4. How to use and dispose of them correctly

Period products available to pupils can be found at the main pupil bathroom and the cupboard outside of the medical room.

Products available include sanitary towels and tampons.

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

6. Monitoring arrangements

This policy will be reviewed by The Head teacher every year. The policy will be approved by the Full Governing Board.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- Supporting pupils with medical conditions
- PSHE policy

Appendix 1: template intimate care plan

Warmley Park School and College - Intimate Care Plan

Name of Child:
Date of review:

Overview of Intimate Care Needs

- Type of intimate care required:

Independence and Toileting

- Can the child go to the bathroom completely independently?
  ☐ YES ☐ NO
- Can the child use the bathroom independently but requires monitoring?
  ☐ YES ☐ NO
    - *If yes, please provide further details:*

Continence and Hygiene Needs

- Does the child wear pads?
  ☐ YES ☐ NO
- How often will care be provided?
- Is the child aware when they need changing?
  ☐ YES ☐ NO
    - *If yes, how do they communicate this?*
- What does the child call the toilet?

Care Procedures

- Where will care take place? (e.g. standing, changing bed)
- How/where does the child prefer to be changed?
- Does the child need help with clothing?
  ☐ YES ☐ NO
- Does the child require a hoist?
  ☐ YES ☐ NO
    - *Details:*

Staff Support

- How many members of staff are required to assist?

- Name of senior member of staff responsible for ensuring care is carried out according to this plan:

Resources and Equipment

- What resources/equipment are required?
- Where are items (e.g. pads) stored?

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.

Communication and Comfort

- Does the child prefer conversation during care?
  ☐ YES ☐ NO
- Is a communication grid/visual support objects of reference required?
  ☐ YES ☐ NO
    - *Details:*

Child's Voice (Where Appropriate)

- What can I do for myself?
- What am I working towards?

Trips and Off-Site Visits

- How will procedures differ during trips or outings?

Additional Information

- Any other relevant information:

Review Information

- This plan will be reviewed annually.
- Next Review Date:
- To be reviewed by:

Parent/Carer Information

- Name of Parent/Carer:
- Relationship to Child:
- Signature:
- Date:

Statement:
All pupils have the right to be safe and treated with dignity and respect at all times.

Appendix 2: template intimate care record

Intimate Care Record

Pupil Name:

Date	People present (initial)	Wet	Soiled	Dry	Cream applied (with parental consent)	Sat on toilet?	Additional info e.g. if any redness seen. ALL SAFEGUARDING CONCERNS REFERED IMMEDIATELTY TO DSL /DDSL for review