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Intimate Care Policy

2025-2026

POLICY DETAILS:

Legal Status: Statutory

Adopted: September 2025

Version Date: September 2025

Next Review: September 2026

Responsible Person: Governing Body

Principles

1.1 The Governing Body of St Mary's Catholic Primary School will act in accordance with Section 175 of the Education Act 2002 and 'Working Together to Safeguard Children' (DfE July 2018) to safeguard and promote the welfare of pupils at this school.

1.2 The school takes seriously its responsibility to safeguard and promote the welfare of the children in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

1.3 The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

1.4 This intimate care policy should be read in conjunction with the following St Mary's policies and documents:

- Child Protection policy
- Health & Safety policy and procedures
- Medicines policy
- Special Educational Needs policy

1.5 St Mary's Catholic Primary School 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.

1.6 St Mary's Catholic Primary School recognises that all children, whatever their age, gender, disability, religion or ethnicity, must be treated 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.

1.7 Staff will work in close partnership with parent/carers to share information and provide continuity of care.

■ Aims

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

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 [statutory safeguarding guidance](#).

3. Role of parents/carers

3.1 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 permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

All schools, include this:

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 (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 regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 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.

4.1 Which staff will be responsible

All staff employed by St Mary's Catholic Primary School have a duty of care to all pupils. This means that any adult could find themselves in the position of having to assist a child with a particular intimate care need.

In the interests of ensuring continuation of care and learning of all other children, the child requiring 'one-off' intimate care should be attended to by a member of the support staff assigned to the child's class or phase group. Alternatively, it may be preferable for the support staff member to come to the child if this would help the child retain their dignity and privacy.

In the event of a 'one-off' incident, such as a toileting accident, it is important to do everything possible to respect a child's dignity and right to privacy. Therefore, a child should be encouraged to clean themselves as far as possible and dress themselves if this is

manageable. If a member of staff needs to assist a child with cleaning and/or dressing, it is best practice to let the child know what you intend to do. If the child shows any signs of resistance or reluctance, DO NOT pursue the matter any further. Make sure the child is safe then ask another adult to make contact with parents requesting them to attend the school immediately to tend to their child. If the child does allow you to attend to their need, the amount of physical contact should be minimal and just enough to ensure the child is clean.

Washing facilities are available for use should this be required and spare clothing is kept at the school in most sizes.

A child requiring ongoing intimate care will have a member of support staff assigned to attend to the specific needs of the child. At least one other member of staff will also be trained in dealing with any necessary procedures for the child to ensure that there is continuation of care in the event of staff absence and to avoid the child always receiving personal attention from one adult.

Staff dealing with intimate care should wear protective gloves and an apron, particularly if they are likely to come into contact with bodily fluids. These are available at all first aid points. All waste products (e.g. tissues) should be disposed of safely and the Site Manager should be contacted to clean floors, surfaces etc. Soiled clothing should be securely packed in a thick plastic bag and returned to the child's parents.

When any child receives 'one-off' intimate care, parents must be informed as soon as possible and certainly by the end of the school day. The incident should also be recorded in the Accident Book which is held in the main reception area.

5. Early Years

Changing will take place in the Early Year building for children in Early Years.

When carrying out procedures, the school will provide staff with: protective gloves, cleaning supplies, changing mats 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. These items need to be provided by the parent/carer.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

6. Monitoring arrangements

This policy will be reviewed by Fiona Montgomery. At every review, the policy will be approved by the governing body and the headteacher, Mrs B Pratley.

There are no requirements about how you approve this policy, or how often you review it (though it should be revisited twice a year), so choose what works best for your school.

7. 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

Appendix 1



St Mary's Catholic Primary School Intimate care: parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing a nappy or 'pull up' changing wet/ soiled clothing or support with cleaning after toileting (only if required))	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be washed and changed in case of a toileting accident. Instead, the school will contact me or my emergency contact and I/they will organise for my child to be cleaned and changed. I understand that if the school cannot reach me or my emergency contact, staff will need to clean and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

