



Wittersham Church of England Primary Intimate Care Policy 2025

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world

Revision History

Version	Date	By	Description
V01	September 2025	Stella Coulson	New Policy

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; and 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 (KCSIE)* and the *Early Years Foundation Stage (EYFS) statutory framework*. It also complies with our funding agreement, articles of association, and the values and safeguarding culture of Wittersham Church of England Primary School.

3. Role of Parents/Carers

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 and provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing). For children whose needs are more complex, an intimate care plan will be created in discussion with parents/carers, the child (where possible) and any relevant health professionals. Where no plan or consent form is in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to reach parents/carers and the procedure is urgently required to ensure a child's comfort, it will be carried out, and parents/carers will be informed afterwards. Where required, an intimate care plan will be agreed between the school, parents/carers, the child (where possible), and health professionals. It will be reviewed twice a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs. Wittersham Church of England Primary School will share information with parents/carers as needed to ensure a consistent approach, and expects

On a voyage of discovery; learning and growing together in the light of God.

parents/carers to do the same.

4. Role of Staff

Staff likely to carry out intimate care include Learning Support Assistants and Early Years staff. Intimate care is included within their job descriptions, but no member of staff can be required to provide intimate care if they do not feel comfortable. All staff carrying out intimate care will have undergone an enhanced DBS check with a barred list check. The Headteacher and Designated Safeguarding Lead (DSL), Mrs Stella Coulson, will oversee implementation of this policy, ensure staff receive appropriate training and support, oversee the development of individual intimate care plans, and act as the point of contact for parents/carers and staff regarding intimate care concerns.

Staff will receive training in the specific types of intimate care they undertake, safeguarding training, and manual handling training where necessary. They will also follow risk assessments conducted by the school and hygiene, health and safety protocols.

5. Intimate Care Procedures

All staff performing intimate care procedures have undergone enhanced DBS checks. In general, one member of staff will provide intimate care. Two members of staff will be present if specialist equipment is required, safe handling is necessary, or there is a known risk of false allegations. Where possible, the same adult will support the same pupil for consistency and reassurance. Two to three trained staff will be allocated per child to cover absence, trips, and emergencies.

Procedures will be carried out in designated changing areas or toilet cubicles, ensuring privacy while maintaining safeguarding protocols. Staff will inform another colleague before leaving the room to provide intimate care and remain within earshot where possible. The school provides protective gloves, aprons, and cleaning and disposal facilities. Parents/carers are expected to provide nappies, wipes, and spare clothes as needed. Soiled clothing will be securely bagged and returned discreetly at the end of the day. **All intimate care procedures are recorded on the school's First Aid App, and parents are automatically alerted via this app whenever intimate care has been provided.**

Concerns such as unexplained marks or bruises will be reported through safeguarding procedures to the Designated Safeguarding Lead, Mrs Stella Coulson. Allegations against staff will be handled according to the school's Safeguarding and Child Protection Policy. Patterns of concern (e.g. repeated soiling) will be discussed with parents/carers and, if necessary, escalated to external professionals or the LADO.

For nappy changing in EYFS, staff use disposable gloves and aprons, changes are carried out in a designated area, soiled items are double-bagged and disposed of appropriately, and hands are washed before and after the procedure. Each change is logged on the child's care record. For toileting accidents, staff reassure the child sensitively and ensure privacy, support them to change into clean clothes and wash, record incidents if required by a plan, and inform parents/carers if incidents are frequent or unusual. For menstrual care, pupils are supported discreetly and sensitively.

Sanitary products are available in pupils' toilets (accessible independently) and the medical/staff room (available discreetly through staff). Products available include sanitary towels, tampons, and period pants. Staff will not directly assist with changing sanitary products unless agreed in a care plan for pupils with additional needs. Menstrual hygiene and puberty are addressed within PSHE.

6. Monitoring Arrangements

This policy will be reviewed annually by the Headteacher and DSL, Mrs Stella Coulson, and approved by the Governing Board.

7. Links with Other Policies

This policy links to the Accessibility Plan, Child Protection and Safeguarding Policy, Health and Safety Policy, SEND Policy, Supporting Pupils with Medical Conditions Policy, PSHE Policy, and Staff Code of Conduct.

Appendix 1: Template Intimate Care Plan

Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer / Date	

Child

How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	

Signature of child / Date	
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This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: Template Parent/Carer Consent Form

Permission for School to Provide Intimate Care

Name of child	
Date of birth	
Name of parent/carers	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	

I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact(s) and I will organise for my child to be given intimate care. I understand that if the school cannot reach me or my emergency contact(s), and my child needs urgent intimate care, staff will provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.

Parent/carer signature:

Name of parent/carer:

Relationship to child:

Date: