



Kingsway Primary School



Personal & Intimate Care Policy

Reviewed Autumn 2025

Next Review Autumn 2026

Contents

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

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 children 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 children are considered
- › 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.

Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

It also complies with our funding agreement and articles of association.

Role of parents/carers

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), care will be provided, and parents will be informed.

For children whose needs are more complex or who need 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 1.1 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.

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 (when 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 considered. If there's doubt whether the child can 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.

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.

Role of staff

Which staff will be responsible

Any roles who may carry out intimate care will have this discussed with senior leaders before commencing the role. Staff must feel confident in this role and will not be asked to undertake anything they are not comfortable with. This may be written into a specific job description if planned/routine intimate care is required for supporting a child.

All staff at the school 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.

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.

Intimate care procedures

How procedures will happen

There will usually be two members of staff present when undertaking any intimate care as this is best practice from a health and safety and safeguarding perspective.

Procedures will be carried out in the hygiene suite.

When carrying out procedures, the school will provide staff with:

- Disposable Gloves
- Disposable Aprons
- Wipes
- Tissues/toilet roll
- Hand sanitizer

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.

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.

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 the Head Teacher, Deputy Headteacher or Assistant Headteacher

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.

Monitoring arrangements

This policy will be reviewed by the SENCO annually. At every review, the policy will be approved by the Headteacher and the Governing Body.

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: template intimate care plan



Personal and Intimate Care Plan		
Pupil / young person name		
Date of birth		
Gender		
Medical diagnosis or condition		
Behaviour, if yes please refer to behaviour plan for intervention		
Year group / class / tutor		
Preferred methods of communication		
Terminology for body parts / functions		
Does the pupil have any allergies sensitivity?		
Does the pupil require assistance with mobility or transfers, if yes please refer to the manual handling risk assessment		
Does the pupil have any religious or cultural needs?		
Number of carers required and reason why:	Carers: 1	Reason: As assessed by school risk assessment

Procedure- please tick all that apply		Staff identified	
Toileting	Dressing and undressing		
	Pad change		
	Menstruation		
	Assistance with toileting		
	Supervised toileting		
Personal care	Lotions / cream		
	Washing		
	Showering		
	Dressing		
	Cleaning		



		Lotions / cream		
SAFE SYSTEM OF WORK				
IT IS ASSUMED THAT THE NAMED STAFF FOLLOWING THESE SYSTEMS OF WORK HAVE BEEN TRAINED TO CARRY OUT ALL TECHNIQUES AND PROCEDURES DOCUMENTED				
Procedure:		Number of carers:		
Pupil's Level of Ability				
Independent	Independent / supervised by:	Partially assisted by:	Fully assisted by:	
Environment Required:				
Equipment Required:				
Detailed Description of Procedure:				
Encourage Rhoman throughout the procedure to promote independence and give praise for cooperation				
Carer to use simple and clear instructions throughout				
Staff signature		Pupil signature		
Parent / guardian signature		Proposed review date		

Appendix 2: template 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 soiled clothing, washing and toileting)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>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).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	