



Intimate Care Policy

DATE: September 2026

Enjoy, Enrich, Achieve, Aspire

Introduction

Ongar Primary School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Ongar primary School recognizes that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain, and all children should be attended to with consent of the child and a parent,

Staff will work in partnership with parents/ carers to share information and to provide continuity of care between school and home environment. The management of all children with intimate care needs will be carefully planned and recorded (see appendix 2) The child's welfare and dignity is important and will be at the forefront of any decision making.

Individual intimate care plans will be drawn up, as appropriate, to ~~suit the~~ circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, medical conditions and personal safety of both children and adults. Plans will be drawn up with the cooperation with parents and, where children are older and able to make informed decisions, with the child. These plans will be reviewed regularly with key staff, parents and the child (where appropriate.)

The policy applies to all staff undertaking personal care tasks with children, including those children with special educational needs who may need short-term or long-term personal care and those in EYFS within the normal range of development for children who may not be fully toilet trained. This may include (but is not limited to) children who have a limb in plaster, a child who requires wheelchair support or children with pervasive medical conditions.

Every child has the right to:

- Be safe.
- Personal privacy
- Be valued as an individual
- Be treated with dignity and respect.
- Be involved and consulted in their own intimate care to the best of their abilities.
- Express views on their own intimate care and to have these views considered.
- Have levels of intimate care that are appropriate and consistent.

Definition of Intimate Care

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure which most children can carry out for themselves but which they are unable to do.

Intimate care tasks can be defined as a care task which may demand direct or indirect contact with or without exposure to the genitals.

E.g. care associated with menstrual management, dressing and

undressing

changing wet or soiled clothes Changing

nappies or pull-ups

Toileting

Washing/ Wiping

Application of topical medicines e.g. eczema creams First

aid and medical assistance

Our approach:

Staff will receive appropriate guidance and will know the school's safeguarding procedures and policies.

As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much as possible for themselves as they can. This will be included in their intimate care plan.

Staffing

There is no written legal requirement for 2 adults to be present when a child is changed. Only employees who have undergone a full, safer recruitment vetting process, including an Enhanced DBS with a barred list check, will be permitted to undertake intimate care tasks. Temporary supply staff, volunteers, or parents volunteering on trips (other than the child's parent) will not be permitted to provide intimate care. Staff who are going to help a child with intimate care should make sure another staff member is aware of their intentions and is in the vicinity and is visible or audible. (e.g. leave a door ajar, notify a co-worker etc)

Parental involvement

Parents/ carers will be involved in their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangement will be recorded on the intimate care plan. The needs and wishes of the children and parents will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

In the case of a child who is not fully toilet-trained but is within the normal range of development for their age, the class teacher and or SENCo will meet parents regularly to discuss the child's progress with becoming independent with their toileting needs. This will ensure good communication and that the child is receiving the best support from both school and home.

In accordance with Essex County Council's Intimate Care Advice for Schools (2021) it is the expectation that school will provide, and staff will use, cleaning and barrier products. (Disposable gloves, aprons, soap, hand sanitizer) to ensure that staff can work within a clean and safe environment, thus reducing the risk of infection for both them and the child.

Parents will be advised to provide disposable products regularly for the child needing intimate care (nappies. Pull-ups, wet wipes, nappy bags etc.) and where eligible, supplies will be coordinated through the local NHS continence service. This will be recorded in the child's intimate care plan and therefore agreed with parents.

This Policy will be reviewed every 2 years or earlier if necessary.

Appendix (i)

Dear Parent / Carer,

At Ongar Primary School, we want all children to feel secure, valued, and comfortable during their time with us. It is very important for a child's well-being, health, and self-esteem that if they have a toileting accident, or wet/soil themselves, action is taken to have them changed and cleaned as quickly and discreetly as possible. This minimizes discomfort and any distress the child might feel.

To ensure the highest standard of safeguarding, all intimate care tasks are carried out exclusively by school staff who have undergone a rigorous Safer Recruitment process, including an Enhanced DBS and children's barred list check.

For children who experience occasional or one-off toileting accidents, our staff follow the procedures outlined in our Intimate Care Policy to support them. If your child requires regular, ongoing, or long-term assistance with personal care (due to a medical condition, delay in development, or special educational need), we will meet with you directly to co-author a bespoke Individual Intimate Care Plan alongside our SENCo.

Please review the options below, select your preference, and return the completed slip to the school office.

Headteacher

CHILD'S NAME _____

Please tick as appropriate

- ☐ **OPTION A: Standard School Care**

I give consent for vetted staff at Ongar Primary School to clean and change my child if they wet or soil themselves while in the school's care. I understand this will be done discreetly to protect my child's dignity.

- ☐ **OPTION B: Emergency Care Only (Parent Contacts Preferred)**

I prefer to be contacted immediately if my child has a toileting accident, and I (or my designated emergency contact) will come to the school without delay to assist them.

Important Safeguarding Condition: I understand that if I or my emergency contacts cannot be reached, or cannot arrive at the school immediately, school staff have a statutory duty of care. To ensure my child is not left in discomfort or at risk of skin infection, fully vetted staff will proceed to safely clean and change my child, and I will be notified immediately afterward.

Parent/Carer Name: _____

Parent/Carer Signature: _____ **Date:** _____

Appendix 2:- Intimate Care Plan

Intimate Care Plan

For children wearing nappies/ pull-ups/ pads in school

Child's name:	Class	Date of plan
Completed by:	Review date	

Who will change [name]?
How and where will [name] be changed? <i>E.g standing up/ lying down? Usual procedure?</i>
The child will try to:
Staff assisting will support by:
How will changing occasions be recorded and communicated to parent?
How will wet/soiled clothes be dealt with?
Any other comments/ important information? E.g. medical information or creams needed applying etc.

I understand and give permission to the school to provide intimate care support to my child. I will advise the school of any factors which may affect issues of intimate care.

Full Name _____ Relationship to child _____
Signed _____ [parent/carer] Date _____

Appendix 3- Record of Intimate Care

Record of Intimate Care

<u>Child's name:</u>	<u>Class:</u>
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Date	Time	Procedure	Important notes	Staff signature

Appendix 4: - Intimate Care Risk Assessment

Intimate Care Risk Assessment

	Yes	How will risk be managed?
Does pupils height/ size / shape/ weight present a risk?		
Does communication present a risk?		
Does comprehension present a risk?		
Is there any history of child protection concerns		
Are there any medical considerations? (Including pain/ discomfort)		
Does moving/ handling present a risk?		
Does behaviour present a risk?		
Is staff capability a risk? (e.g. pregnancy/ back injury etc.)		
Are there any risks concerning the child's individual capability?		
Are there any environmental risks? (Temperature? Hazards etc.)		
Any other factors?		

Completed by: _____ Date: _____

Shared with _____