

# Intimate Care and Touch Policy

Moston Lane Community Primary School



*Article 24: Health, water, food, environment. Children have the right to the best health care possible.*

*Article 34: The right to protection from sexual abuse.*

<b>Updated</b>	<b>September 2025</b>
<b>Reviewed</b>	<b>Annually</b>
<b>Headteacher</b>	<b>Mrs E Hardwick</b>
<b>Date of ratification</b>	
<b>Chair of Governors</b>	

## **Introduction**

During the course of a school day, there may be a variety of reasons why a member of staff may have cause to physically touch a pupil. Used appropriately, and with empathy, touch can provide sensitive and high-quality care for children. At Moston Lane Primary School, staff may physically guide, touch, or prompt children in safe and appropriate ways at appropriate times.

There may also be occasions when intimate care is required. Intimate care refers to any care that involves toileting, washing, changing, touching, or carrying out an invasive procedure to children's intimate personal areas.

This policy complies with:

- Keeping Children Safe in Education (KCSIE, September 2025)
- DfE statutory safeguarding guidance
- The Equality Act 2010
- The Children and Families Act 2014

It should be read alongside the school's Safeguarding and Child Protection Policy, Behaviour and Positive Handling Policy, and Data Protection Policy.

## **Aims**

This policy aims to ensure that:

- Intimate care and physical touch are carried out properly, sensitively, and in line with 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. The need for intimate care will never be a reason to refuse admission or exclude a pupil.
- Parents/carers are assured that staff are trained and knowledgeable about intimate care, and that children's individual needs are met.
- Staff carrying out intimate care do so within health and safety, safeguarding and manual handling guidelines that protect both pupils and themselves.

## **Purposes of Touch**

Touch may be used for the following reasons:

- To communicate or reinforce communication, including greetings and social connection.
- To support communication at early levels of development.
- To give guidance or support, e.g. during transitions or P.E. sessions.
- To support play activities.
- For therapy (e.g. massage or physiotherapy), following professional advice.
- For emotional reasons: reassurance, affection, comfort, and security.
- As part of intimate care, such as toileting or washing.
- To provide physical support for pupils with physical difficulties.
- To protect children from danger through physical intervention.
- To manage challenging behaviours including the use of restraint, in line with DfE Use of Reasonable Force in Schools (2013) and the school's Behaviour and Positive Handling Policy.

## **Use of Touch for Emotional Support**

The school has adopted an informed, evidence-based approach to safe touch, ensuring it is developmentally appropriate and supports healthy growth and learning.

- Appropriate touch is never invasive, humiliating, erotic, or flirtatious.
- Agreed safe touch areas are the shoulders, arms and back.
- When hugging or holding a child, staff will turn to the side to avoid full frontal contact.
- Inappropriate touch will result in disciplinary action.

Where a child's behaviour presents immediate danger to themselves or others, staff may use safe, trained holding techniques in line with DfE guidance and school policy.

## **Misinterpretation of Touch**

Staff must be mindful of the risk of touch being misinterpreted.

- Any allegations made will be reported immediately to the Designated Safeguarding Lead (DSL) and managed under safeguarding procedures.
- Children with SEND may require more physical support; this must be agreed, documented, and open to scrutiny.
- Extra caution is required where children have experienced abuse. Staff will deter inappropriate physical contact sensitively and consult the DSL.
- Staff must never touch a child's intimate body areas except as part of intimate care.

Children's preferences will always be respected – some children may not wish to be touched.

## **Intimate Care Procedures**

### *Seeking Parental Permission*

- Parents/carers will complete a signed consent form (Appendix 2).
- Children with complex or regular needs will have a personalised Intimate Care Plan (Appendix 1), drawn up with parents, the child (where appropriate) and health professionals.
- Plans will be reviewed at least twice yearly or sooner if needs change.
- Where consent cannot be obtained immediately and care is urgent, staff will act in the best interests of the child, ensuring comfort and dignity, and inform parents as soon as possible.

### *Standards for Intimate Care*

- Children should be encouraged to achieve the highest level of autonomy possible.
- Staff known to the child will provide care, always explaining and seeking verbal or non-verbal consent from the child.
- Procedures will preserve privacy and dignity at all times.

### *Hygiene and Safety*

- Children should be changed standing up or lying down, avoiding unnecessary lifting.
- Disposable gloves and aprons must be worn.
- Soiled items must be securely bagged and disposed of in lined bins emptied daily.
- Changing areas must be cleaned with antibacterial spray after use.
- Staff must wash hands thoroughly after care.

- Creams or lotions must be prescribed, clearly labelled, and not shared.

#### *Staffing and Safeguards*

- Best practice is for two staff to be present. Where this is not possible, staff must ensure transparency, record the care, and inform the DSL if needed.
- All intimate care will be recorded, with records kept securely and confidentially in line with GDPR and the school's Data Protection Policy.
- All staff involved in intimate care must hold an enhanced DBS with barred list check before appointment.

## **Facilities and Toilets**

The school will provide accessible, hygienic, and private toilet and changing facilities in line with DfE safeguarding guidance (2025). These will be monitored regularly to ensure cleanliness, safety, and suitability for pupils of all ages and needs.

## **Staff Training**

Staff providing intimate care will receive:

- Training in specific care procedures.
- Regular safeguarding training (including safer working practice to minimise risk of allegations).
- Manual handling training, where required.
- Regular refreshers as part of the school's CPD programme.

## **Confidentiality and Record Keeping**

- Records of intimate care will be completed for each child and stored securely.
- Access is restricted to those with a direct need to know.
- Records will be retained in line with statutory data retention schedules.
- Parents/carers may request to see records relating to their child.

## **Monitoring and Review**

- This policy will be reviewed annually, or sooner if changes to legislation or guidance occur.
- The SENCO (Kate Milnes) will lead the review, with approval by the Headteacher and Governing Board.
- The effectiveness of intimate care procedures will be monitored through safeguarding audits, staff feedback, and consultation with parents/carers.

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	

PARENTS/CARERS	
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	

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	

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

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><b>I do not</b> 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	