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SCOTTS PRIMARY SCHOOL

	Name of School	Scotts Primary School
	Policy review Date	September 2025
	Date of next Review	September 2027
	Who reviewed this policy?	Ryan Kinnear
	Date approved by Governing body	September 2025
	Headteacher	Ryan Kinnear
	Chair of Governors	Tracey Walker

Scotts Primary School Intimate Care Policy

Rationale

It is our expectation that children are toilet trained on entering our school and so support with intimate care will be required only when necessary, for example as the result of an accident. We understand however that some children will enter the school unable to manage their own intimate care needs and so additional and prolonged support in this are needed.

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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children 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 which 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

3.1 Seeking parental permission

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Teamwork & Exploration*

*Resilience
Creativity & Innovation*

*Uniqueness
Fairness & Compassion*



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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 (see section 3.2 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 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 afterwards. This will also be logged on the schools CPOMS system by the adult/s involved.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents 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 is doubt whether the child is able to make an informed choice, their parents will be consulted.

3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes teachers and support staff.

No other staff members can be required to provide intimate care.

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.

4.2 How staff will be trained

Staff will receive:

- A step by step intimate care plan, provided by parents

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- Training in the specific needs of the child
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is 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.

5. Intimate care procedures

5.1 How procedures will happen

Two members of staff will be present to support pupils with intimate care procedures. This will take place routinely straight after break and lunch, with additional support in place when needed.

If at any point it is not possible for two members of staff to support, admin staff will be made aware that intimate care support is taking place in the disabled toilet so that procedures can be checked. The class teacher will be made aware of this once the procedure has taken place.

Procedures will be carried out in the disabled toilet where practically possible. At times it may be more appropriate for these procedures to take place in the classroom toilets due to the proximity of the disabled toilet.

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

- protective aprons
- protective gloves
- cleaning supplies
- bins
- changing mat (if appropriate)

For pupils needing routine intimate care, the school expects parents 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 at the end of the day.

5.2 Concerns about safeguarding

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 Health and Safety lead and Safeguarding Lead.



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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.

6. Monitoring arrangements

This policy will be reviewed by the SENDCo annually. At every review, the policy will be approved by the Headteacher and inclusion governor.

7. Links with other policies

This policy links to the following policies and procedures:

Accessibility plan

Child protection and safeguarding

Health and safety

SEN

Supporting pupils with medical conditions