



Our School Vision

In our school:
we love deeply, respecting everyone and treating them with dignity;
we aspire with confidence, working hard and embracing challenge;
we serve God and our community, following the example of Jesus, to create a better world.

"Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us."
Ephesians 5:2 (NLT)

Our School Values: Love, Aspiration, Service

Intimate Care Policy

The Latymer All Saints Intimate Care Policy is monitored by the Governing Body and will be reviewed every two years if there are no changes in legislation.

Approved by: Governing Body
Date: June 2026

Date: January 2026
Next review due by: September 2028

1. Purpose:

At Latymer All Saints CE Primary School, we are committed to providing a safe, nurturing and inclusive environment where every child is treated with dignity, compassion and respect.

Our Christian vision underpins all aspects of school life. We believe every child is uniquely created in the image of God and deserves to feel valued, safe and cared for. We strive to ensure that pupils who require intimate care receive appropriate support that promotes independence, protects their privacy and preserves their dignity.

This policy sets out the procedures for supporting pupils who require assistance with intimate care while ensuring that safeguarding remains paramount and staff are protected.

2. Aims

The aims of this policy are to ensure that:

- intimate care is carried out safely, respectfully and sensitively
- every pupil's dignity, privacy and wellbeing are protected
- pupils are encouraged to become as independent as possible
- staff understand their responsibilities when providing intimate care
- safeguarding procedures are followed at all times
- parents and carers are fully involved in planning and reviewing intimate care arrangements
- pupils with disabilities or medical needs are not disadvantaged in accordance with the Equality Act 2010
- intimate care arrangements reflect the school's inclusive Christian ethos.

For the purposes of this policy, **intimate care** includes any care involving:

- toileting
- support with continence
- changing clothing following accidents
- changing nappies or pull-ups where appropriate
- washing intimate areas
- menstrual care
- assistance with dressing
- assistance following medical procedures where intimate areas are involved.

3. Christian Vision

At Latymer All Saints CE Primary School we believe every child is known, loved and valued by God.

Our Christian values of:

- Love
- Aspiration
- Service

guide every interaction between adults and children.

Children requiring intimate care will always be treated with kindness, patience and sensitivity. Staff will promote independence wherever possible whilst recognising that some pupils may require ongoing support due to age, disability, medical need or temporary illness.

No child will ever be made to feel embarrassed or ashamed because they require assistance.

4. Legal Framework

This policy has been developed in accordance with:

- Keeping Children Safe in Education (DfE)
- Working Together to Safeguard Children
- Equality Act 2010
- Children Act 1989
- Children Act 2004
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Code of Practice
- Early Years Foundation Stage Framework (where applicable)
- Human Rights Act 1998
- Data Protection Act 2018
- UK GDPR

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- Health and Safety Policy
- Accessibility Plan
- First Aid Policy
- Attendance Policy
- Equality Information and Objectives

5. Principles

The school will ensure that:

- the child's welfare is always the first consideration
- intimate care is delivered respectfully
- privacy is maintained as far as possible
- safeguarding remains paramount
- children are consulted wherever appropriate
- parents are fully involved
- confidentiality is respected
- records are maintained where appropriate
- staff receive appropriate training
- pupils are encouraged to develop independence.

6. Roles and Responsibilities

Governing Body

The Governing Body will:

- approve this policy
- monitor its implementation
- ensure statutory responsibilities are met
- ensure adequate staffing and training arrangements.

Headteacher

The Headteacher will:

- oversee implementation
- ensure appropriate staffing
- ensure staff receive training
- monitor compliance
- report safeguarding concerns where appropriate.

Designated Safeguarding Lead (DSL)

The DSL will:

- oversee safeguarding aspects of intimate care
- support staff where concerns arise
- liaise with external agencies
- ensure concerns are recorded appropriately.

SENDCo

The SENDCo will:

- coordinate Individual Intimate Care Plans
- liaise with parents
- liaise with health professionals
- review provision
- support staff training.

Staff

Staff providing intimate care will:

- maintain pupils' dignity
- encourage independence
- follow agreed care plans
- use appropriate PPE
- report safeguarding concerns immediately
- record intimate care where required
- maintain confidentiality.

No member of staff will be required to provide intimate care unless this forms part of their agreed role.

7. Working with Parents and Carers

Latymer All Saints recognises that successful intimate care arrangements rely upon strong partnerships with families.

Parents and carers will be expected to:

- inform school of medical or continence needs
- attend planning meetings
- provide spare clothing where appropriate
- provide specialist continence products where these are not supplied by the NHS
- keep school informed of any changes.

Where ongoing support is required an **Individual Intimate Care Plan** will be agreed before support begins.

Parental consent will be obtained unless emergency care is required.

8. Individual Intimate Care Plans

Where a pupil requires regular or ongoing intimate care, an **Individual Intimate Care Plan (IICP)** will be developed before support begins.

The plan will be produced collaboratively between:

- Parents or carers
- The pupil (where appropriate)
- The SENDCo
- Relevant class teacher(s)
- The Designated Safeguarding Lead (DSL)
- Healthcare professionals where appropriate (e.g. School Nurse, Occupational Therapist, Physiotherapist)

The purpose of the plan is to ensure that everyone involved understands:

- the child's individual needs
- the agreed care procedures
- the level of assistance required
- any moving and handling requirements
- communication methods
- safeguarding considerations
- strategies for promoting independence
- emergency procedures
- parental expectations.

Each plan will include:

- Personal details
- Medical information
- Toileting or continence arrangements
- Hygiene requirements

- Equipment required
- Medication (where relevant)
- Staff responsible
- Frequency of care
- Recording arrangements
- Review dates.

Plans will be reviewed:

- at least annually
- following any significant change in medical needs
- following advice from health professionals
- after any safeguarding concerns
- when pupils move between phases or classes.

9. Promoting Independence

Latymer All Saints believes that developing independence is central to every child's personal development.

Wherever possible, staff will encourage pupils to:

- recognise when they need the toilet
- communicate their needs
- manage clothing independently
- wash and dry their hands
- manage menstrual care appropriately
- change independently after accidents where age and ability allow.

Support will always be provided sensitively without rushing or embarrassing the child.

Children will never be criticised or punished for toileting accidents.

10. Staffing Arrangements

Only members of staff who have received appropriate training and have been authorised by the Headteacher may provide intimate care.

This may include:

- Teaching Assistants
- Higher Level Teaching Assistants (HLTAs)
- Learning Support Assistants
- Early Years staff (where applicable)
- Members of the Inclusion Team
- First Aiders (where appropriate)

Where possible:

- the same adults will support the same child
- children will know who is helping them

- parents will be informed of regular staff involved.

Two or more trained adults will be identified for each pupil requiring regular intimate care to ensure continuity during staff absence.

All staff providing intimate care will have completed:

- Enhanced DBS checks
- Safeguarding training
- Prevent training
- Health and Safety training
- Infection Control training
- Manual Handling training (where appropriate)

11. Principles for Providing Intimate Care

Every member of staff will ensure that:

- the child is spoken to respectfully throughout the process
- consent is sought before assistance is given whenever possible
- the child understands what is happening
- privacy is maintained at all times
- doors are closed where appropriate but staff remain within hearing distance of colleagues
- another member of staff knows where they are
- PPE is worn
- hands are washed before and after care
- dignity is maintained throughout.

Children should never be left unattended during intimate care if doing so could place them at risk.

12. Toileting Procedures

Most pupils attending Latymer All Saints will be independently toilet trained.

However, some pupils may require additional support due to:

- SEND
- medical conditions
- disability
- temporary illness
- emotional distress
- developmental delay.

When assistance is required:

1. The member of staff will reassure the pupil.
2. The pupil will be encouraged to complete as much of the process independently as possible.
3. Appropriate PPE will be worn.
4. Clothing will be changed if necessary.
5. The child will wash their hands.

6. Soiled clothing will be securely double-bagged.
7. Parents will be informed where appropriate.

Children will never be made to feel embarrassed or responsible for accidents.

13. Continence Support

Some pupils may have diagnosed continence difficulties.

Where this is the case:

- advice from health professionals will be followed
- agreed continence programmes will be implemented
- routines will be consistent across school
- dignity will always be preserved.

School staff will work closely with families to ensure continuity between home and school.

14. Changing Clothing Following Accidents

Where a child soils or wets themselves:

- reassurance will always be given first
- the child will be supported discreetly
- clean clothing will be provided if required
- parents will be informed if spare clothing has been used
- soiled clothing will be returned home in a sealed bag.

Parents are asked to provide a complete change of clothes for younger pupils and those with identified continence needs.

15. Menstrual Care

Latymer All Saints recognises that some pupils may begin menstruation whilst attending primary school.

The school is committed to ensuring that menstruation is managed with dignity, sensitivity and respect.

Staff will:

- respond calmly and discreetly
- provide reassurance
- offer appropriate sanitary products
- allow pupils time and privacy
- maintain confidentiality wherever appropriate.

Sanitary products will be available through:

- the Medical Room
- the Inclusion Team

- designated staff members
- accessible pupil toilets where appropriate.

Where a pupil requires physical assistance due to SEND or medical needs, arrangements will be agreed in advance through an Individual Intimate Care Plan and in partnership with parents.

16. Hygiene and Infection Control

The school follows robust infection prevention procedures.

Staff will:

- wash hands before and after every procedure
- wear disposable gloves
- wear disposable aprons where necessary
- clean changing areas after use
- dispose of waste appropriately
- follow NHS guidance regarding bodily fluids.

Changing equipment will be cleaned after every use using approved cleaning products.

Any spillages of bodily fluids will be dealt with immediately using appropriate cleaning materials.

17. Equipment

The school will provide appropriate equipment including:

- disposable gloves
- disposable aprons
- antibacterial cleaning products
- disposable wipes
- paper towels
- clinical waste bags where required
- changing mats (where applicable)
- spare school clothing
- handwashing facilities.

Parents remain responsible for providing:

- continence products
- spare underwear
- spare clothing
- creams or prescribed products where required.

18. Safeguarding

Safeguarding is at the heart of all intimate care arrangements.

All staff must follow the school's **Child Protection and Safeguarding Policy** and **Keeping Children Safe in Education (KCSIE)**.

Staff providing intimate care must:

- explain to the child what they are going to do before beginning.
- seek the child's agreement wherever possible.
- encourage independence.
- remain professional at all times.
- respect the child's dignity and privacy.
- avoid any unnecessary physical contact.
- record any concerns immediately.

Where possible:

- another member of staff should be aware that intimate care is taking place.
- staff should remain within hearing distance of colleagues whilst maintaining the child's privacy.

Recognising Concerns

If, during intimate care, a member of staff notices:

- unexplained bruising
- marks
- burns
- soreness
- bleeding
- unusual discharge
- signs of neglect
- concerning behaviour
- comments or disclosures made by the child

they **must not investigate**.

Instead they must:

1. Record factual observations on CPOMS.
2. Report immediately to the Designated Safeguarding Lead (DSL).
3. Follow the school's safeguarding procedures.

Staff must never promise confidentiality to a child.

19. Managing Allegations

If a pupil makes an allegation against a member of staff during intimate care:

- the member of staff must immediately inform the Headteacher or DSL.
- another member of staff will undertake future intimate care while the concern is considered.
- the allegation will be managed in accordance with the school's Allegations Against Staff procedures.
- where appropriate, the Local Authority Designated Officer (LADO) will be consulted.

The welfare of the child remains paramount throughout any investigation.

20. Recording and Record Keeping

The school will maintain appropriate records where intimate care is provided on a regular basis or where significant incidents occur.

Records may include:

- date
- time
- pupil's name
- member(s) of staff present
- nature of support provided
- any concerns observed
- accidents
- injuries
- communication with parents.

Records will be:

- factual
- objective
- stored securely
- treated as confidential.

Parents will normally be informed on the same day if:

- there has been a toileting accident requiring significant support
- skin irritation or injury has been noticed
- a safeguarding concern has arisen
- medical advice may be required.

21. Staff Training

Staff providing intimate care will receive appropriate training before undertaking these responsibilities.

Training may include:

- Safeguarding and Child Protection
- Keeping Children Safe in Education
- Infection Prevention and Control
- Health and Safety
- Manual Handling
- Moving and Handling (where applicable)
- Medical Needs
- Continence Management
- Equality and Inclusion

Refresher training will be provided regularly.

New members of staff will receive guidance during induction where intimate care forms part of their role.

22. Health and Safety

The school will ensure:

- appropriate PPE is available
- changing facilities are hygienic
- handwashing facilities are accessible
- waste is disposed of safely
- cleaning products are safely stored
- risk assessments are completed where necessary.

Any specialist equipment will be inspected and maintained in accordance with manufacturer guidance.

Manual handling assessments will be completed where lifting or moving pupils is required.

23. Equality, Inclusion and Dignity

Latymer All Saints CE Primary School is committed to ensuring that no pupil experiences discrimination because they require intimate care.

Support will be provided regardless of:

- disability
- SEND
- medical need
- gender
- race
- religion
- culture
- language
- family circumstances.

Reasonable adjustments will be made in accordance with the **Equality Act 2010**.

The school recognises that intimate care is an important aspect of ensuring pupils have full access to education.

24. Confidentiality

Information relating to a child's intimate care will only be shared with staff who need to know in order to support the child safely.

Records will be managed in accordance with:

- UK GDPR
- Data Protection Act 2018
- School Information Governance procedures.

Staff must not discuss a child's intimate care needs with other pupils or unauthorised adults.

25. Monitoring and Review

This policy will be monitored by the:

- Headteacher
- Deputy Headteacher
- SENDCo
- Designated Safeguarding Lead

The Governing Body will review the policy annually, or sooner if:

- legislation changes
- safeguarding guidance changes
- school procedures change
- following any serious incident.

Appendix A

Intimate care: parent/carers consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Address	
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 my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be washed and changed in case of a toileting accident. Instead, the school will contact me or my emergency contact(s) and I/they will organise for my child to be washed and changed. I understand that if the school cannot reach me or my emergency contact(s), staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.	☐
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	

Appendix B

Intimate care plan

Use this template for pupils who need regular support with toileting, washing, menstrual management and/or changing.

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care 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 making sure 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 D

Risk Assessment

Hazards

- ☐ Infection
- ☐ Manual handling
- ☐ Slips
- ☐ Equipment
- ☐ Behaviour

☐ Medical condition

Control Measures

PPE

Handwashing

Manual handling guidance

Cleaning procedures

Two staff where appropriate

Medical advice followed

Review Date

Completed by:

Signature:

Governor Approval

Approved by: Governing Body

Headteacher: _____

Chair of Governors: _____

Approval Date: _____

Review Date: _____