

The Willows Primary School

Intimate Care Policy



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Intimate Care and Handling Children

There is a clear difference between personal and intimate assistance. 'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the genital areas of the body. The Willows 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. The Willows Primary School recognises that there is a need to treat all children with respect when intimate care is given.

No child should be attended to in any way that causes distress or pain.

The following are the fundamental principles of intimate and personal care upon which our policy guidelines are based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect.

Our approach to best practice

The management of all children with intimate care needs will be carefully planned. Any child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are fully aware of best practice. A changing station will be provided to assist with children who need intimate care, any apparatus needed for children with additional needs will be arranged following assessment from physiotherapist / occupational therapist as required.

Children wearing nappies should not be changed in the classroom or in the communal toilets, staff should use the designated changing area in the accessible toilet in the office corridor, when providing intimate care whenever possible.

Staff will be supported to adapt their practice in relation to the needs of individual children. Wherever possible, staff who are involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.

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 for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing/wiping themselves, encouraging them to climb onto the changing station independently. Individual intimate care plans will be drawn up for particular children, as appropriate, to suit the circumstances of the child.

Intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation. Personal care plans will be written with the SENCo and then shared with staff and added to Arbor/ CPOM's for future reference; these will be reviewed with the ultimate aim of teaching every child to be self-sufficient with their own toileting needs.

The Protection of Children

All staff involved in the provision of intimate care will have all relevant checks completed before allowing them to be left alone with children (e.g. DBS) and will be subject to robust internal procedures such as reference checking and monitoring and regular updating of enhanced DBS checks.

Only staff employed by the school within the classroom are responsible for providing intimate care, it should never be undertaken or assigned to volunteers in school.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. unusual markings, discolouration or swelling, bruises, soreness etc. staff should immediately report concerns to the Senior Designated Person or Headteacher and record the incident on CPOM's.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding. If a child makes an allegation against a member of staff, normal Safeguarding procedures will be followed (see safeguarding policy).

Procedure for children needing toileting support.

Staff must use the appropriate children's toilets or the designated changing station in the accessible toilet in the school office corridor. There are more staff readily available in those areas which make it easier when calling or alerting other staff of the task undertaken.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When an incident occurs, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity and make them aware of the task being undertaken, wherever possible, other staff are visible and/or audible.

Staff should not assist with intimate or personal care tasks which the pupil is able to undertake independently. A signed record should be kept of all intimate and personal care tasks undertaken, parents are made aware and receive a slip explaining the incident at the end of the session. Pupils are always entitled to respect and privacy and especially when in a state of undress, including, for example, when being changed, toileting or using a potty. However, there needs to be an appropriate level of supervision to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur.

This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment. Staff should not change, toilet or let a child use a potty in the presence or sight of other pupils, the door should be closed when using the designated changing station. Potty training should take place in the EYFS toilet cubicles or behind a screen. This provides privacy for the child but allows the staff to be able to alert other staff in the vicinity for support if they need it.

Staff should teach the child to wash their hands after every incident. Staff should wipe down the changing station/area immediately after use. Nappies should be doubled bagged and disposed of in the outside bin.

Individual intimate care plans will be drawn up for particular children, as appropriate to suit the circumstances of the child.

Most pupils will be able to toilet themselves independently. On the odd occasion they may have a wet accident, staff should accompany to supervise the child to the relevant toilets to ensure they are given privacy and to prevent any bullying or teasing occurring. The child should go into a cubicle remove their clothes, wipe themselves and dress again independently with minimal support for the adult. Dry clothing will be provided if needed. If the child has soiled, changing is then supported by staff and this needs to be done in the accessible toilet. The office staff/headteacher should be made aware of the task in hand, so that if the adult calls for support or pulls the cord in the toilet, staff will be on hand quickly. A signed record should be kept of all intimate and personal care tasks undertaken, parents are

informed if their child has been changed in school via the intimate care slip that they will receive at the end of the day. Children should be supervise washing their hands.

At times two staff may be required to assist a child with changing, particularly if they are unwell and have a stomach bug. In this instance both staff should sign the intimate care record sheet. The area should be wiped down and sprayed, including touch points, it is important that good hand hygiene practices are observed by all parties involved. The parent should be telephoned to come and collect their child and the situation fully explained