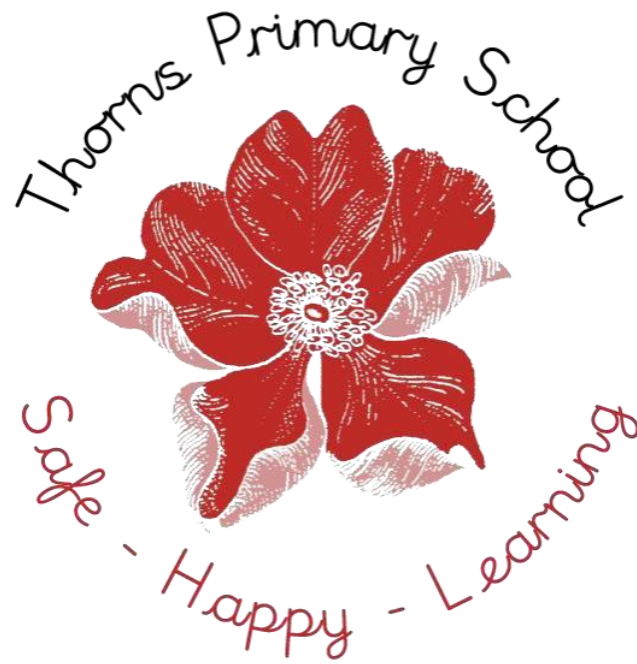




INTIMATE CARE POLICY

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Date: September 2025

Thorns Primary School – Intimate Care Policy

Intimate care is any care which involves toileting, cleaning a child after they have soiled themselves, or changing personal items of underwear.

Most children have achieved full continence by the time they start full time school. Some children may have long term or temporary medical conditions or a disability that affects their ability to achieve full continence. In line with the Equality Act 2010, we will not discriminate against a pupil with a disability.

Whatever the cause, the needs of the child will be met with sensitivity and kindness. School will work closely with parents and carers to ensure that any continence issue is dealt with immediately to avoid discomfort, embarrassment and distress whilst maintaining good standards of hygiene and promoting independence and self-esteem. The dignity and right to privacy of the child are paramount

All staff have a professional responsibility and duty of care to the children they teach and support.

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Personalised Intimate Care Plans

Children who require intimate care will have a **Personalised Intimate Care Plan** (appendix 1).

It will set out how school, parents and the child will manage the cleaning, changing and toileting processes as necessary. This is a written document that explains what will be done, when and by whom.

It will be written by the SENCo with input from the pupil (where possible), parents/carers, school staff and other professionals, such as a school nurse or physiotherapist. Ideally, this will take the form of a meeting.

Any historical concerns (such as past abuse) will be considered.

The religious views, beliefs and cultural values of pupils and their families will be considered. The child's right to privacy and modesty will be respected.

The meeting will consider carefully who will support the pupil with intimate care and if this needs to be more than one person. As far as possible, each pupil will have a choice about who supports them.

In some cases, the support for a pupil's intimate care needs will be written into their Education, Health and Care (EHC) plan or their SEN Support plan (or equivalent document) rather than an intimate care plan. The plan will be reviewed as necessary, but at least annually.

Intimate care procedure

If a child soils him/herself in school a professional judgement must be made whether it is appropriate to change the child in school or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount, and he/she should be comforted and reassured throughout.

School staff will always explain or seek the permission of the pupil before starting an intimate

care procedure, according to the pupil's age and level of understanding. Staff will be trained in personal care according to the needs of the pupil.

Children will always be supported to achieve the highest level of autonomy that is possible (given their age and abilities) and staff will encourage the child to do as much for themselves as possible.

Children will be taken to the care room to be cleaned/changed. Staff will have access to resources that will allow them to change/clean the child appropriately and these will be stored in the care room.

School will provide for staff the following: disposable gloves, disposable aprons, anti-bacterial wipes, the Personalised Intimate Care Plan, a clinical waste disposal bin and a record sheet.

Parents will be asked to provide nappies/pull-ups, wipes, nappy bags and a change of clothes

In an emergency, PE kit or uniform from lost property can be used until the uniform is replaced by parents or washed and dried in school. There is also spare clothing and underwear stored in the care room.

Nappies, pull-ups, and wipes will need to be tied up in nappy sacks and placed in the clinical waste disposal bin in the care room. A shower room is available in school for parents to access with their child if it has been deemed necessary to call the parents. This is situated in the care room.

Surfaces will be wiped with an anti-bacterial wipe after use.

If necessary, the office will send a member of the site team to discretely clean any affected areas within the classroom.

Safeguarding

At Thorns Primary School, we recognise that pupils with special educational needs or who are disabled are vulnerable to all types of abuse. The school's child protection policy will be adhered to.

Only employees of Thorns Primary School will support pupils with intimate care (not students or volunteers).

There is no legal requirement for two members of staff to be present, however, for safeguarding reasons, staff who help with intimate care should make sure another member of staff is aware they are going to change a child and is in the vicinity and visible.

Intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. Children will always be encouraged to clean themselves as independently as possible. Best practice will be followed and staff will always be encouraged to be vigilant, seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills according to their age and level of understanding.

If a pupil becomes unusually distressed or unhappy about being cared for by a member of staff, this will be reported to the DSL or Headteacher. The matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted as soon as possible.

If a pupil, or any other person, including a staff member, makes an allegation against an adult working at the school this will be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher).

If a member of staff has any concerns about a pupil's presentation, e.g. unexplained marks or bruises etc. they will report these to the Designated Safeguarding Lead or Headteacher immediately. A written record of the concern will be completed on CPOMS. A referral will be made to Children's Services Social Care if appropriate. Parents/carers will be asked for their consent or informed that a referral is necessary prior to this being made. However, this should only be done where such discussion and agreement seeking will not place the child at increased risk of suffering significant harm.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Record Keeping

School staff will inform another member of staff when they are going to assist a pupil with intimate care.

Accurate records will be kept when a pupil receives intimate care (appendix 2). It will be clear who was present in every case. Records will be kept in the child's file and are available to parents/carers on request.

Staff will have regard to the Personalised Health Care Plan, the Child Protection Policy and the Guidance for Safer Working Practice for those working with children and young people in education settings February 2022 (Section 15 Intimate and Personal Care).

Although one member of staff will undertake the cleaning and changing of the child, they must inform the child's teacher/Teaching Assistant of where they are taking the child and why. *A signed record should be kept of all intimate and personal care tasks undertaken and where they have been carried out in another room, should include times left and returned. (Appendix 2)*

Parents should be informed (if not already) at the end of the day and brought into the classroom to receive the soiled clothes to avoid embarrassment for the child.

Pupils Without Intimate Care Plans

If a pupil without an intimate care plan (or another document where intimate care needs are listed such as EHCP) has an 'accident' whilst at school (e.g. wetting or soiling themselves) and they will be encouraged to clean themselves as independently as possible. The parents/carers will be informed of this on the same day. This will be communicated in person by telephone or by sealed letter.

Other Related Policies

- Keeping Children Safe in Education (2024)
- Child Protection Policy
- Guidance for safer working practice for those working with children and young people in education settings.
- SEN policy
- Accessibility plan
- Medical Needs policy

Monitoring and Review

The whole policy is available for all parents from the school office upon request and is also published on the school website: <https://thorns.sch.life>

The SENCo and the Curriculum and Standards Committee of the Governors will review the policy every year unless current legislation is amended.

Date: September 2025

Review date: September 2026

Appendix 1

Personalised Intimate Care Plan

Name of child:	
Date plan started:	
Names of staff who may change the child:	
Location of changing place:	
Resources and equipment required:	
Disposal of products in:	
Special arrangements for trips:	

We give permission to the school to provide appropriate intimate care support to my child.

We understand that this will be carried out by the named member(s) of staff on this document but may also be carried out by other staff if they are not available.

Signed:

_____ Parent/Carer
_____ Class Teacher
_____ SENCo

Date:

Intimate Care Record

Name of Child: _____ Class _____

[illegible]

