



Intimate Care Policy

West Denton Primary

“Enjoying learning and growing together.”



Respect



Persevere



Achieve

Coordinators:	Head Teacher and Early Years Lead
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Updates:	

1. Introduction

West Denton Primary School is committed to the health, safety and wellbeing of its children and staff. Robust procedures regarding intimate care are essential to safeguard both children who require support and the staff who provide that care. We believe that everyone is safer when expectations are clear and practice is consistent.

Intimate care is a sensitive area of practice. Staff are expected to work in partnership with parents/carers and to maintain a high awareness of safeguarding at all times. Children's dignity, privacy, choice and control must always be respected.

West Denton Primary School is committed to ensuring that all staff responsible for intimate care undertake their duties in a professional manner. No child should be attended to in a way that causes distress, embarrassment or pain.

2. Definition of Intimate Care

Intimate care refers to any care which involves washing, touching, or carrying out an invasive procedure to intimate personal areas. This may include:

- Supporting children who are wet or soiled
- Assisting with toileting
- Changing nappies or pull-ups
- Supporting personal hygiene following accidents or illness

3. Aims and Principles

The following principles underpin all intimate care at West Denton Primary School:

- The welfare and dignity of the child are central to all intimate care practice
- Children will be treated with respect and sensitivity at all times
- Intimate care arrangements will be planned and reviewed regularly
- Children will be supported to achieve the highest level of independence possible, given their age and abilities
- Practice will be consistent, transparent and open to scrutiny
- Parents and carers will be actively involved in decision-making and review

4. Best Practice and Staff Responsibilities

- The management of children with intimate care needs will be carefully planned.
- Staff providing intimate care will have appropriate training, including safeguarding, health and safety and moving and handling where required.

- Equipment to support intimate care will be provided following appropriate assessment.
- Staff will communicate carefully with children using their preferred method of communication and will explain procedures before they are carried out.
- Wherever possible, children will be encouraged to take responsibility for aspects of their own personal care.
- A second member of staff will be informed when intimate care is taking place.

5. Privacy, Dignity and Safeguarding

- Each child's right to privacy will be respected.
- Careful consideration will be given to how many adults are required to support a child.
- Intimate care will take place in an appropriate, private space relevant to the child's age and needs.
- Staff behaviour must be open to scrutiny at all times.
- Any marks, injuries or changes noticed during intimate care will be reported and managed in line with the Safeguarding and Child Protection Policy.
- All safeguarding concerns will be reported immediately to the Designated Safeguarding Lead.

6. Health and Safety

- Staff must wear appropriate personal protective equipment (gloves and aprons).
- All soiled waste will be double bagged where appropriate and disposed of in designated waste bins.
- Changing areas will be cleaned and sanitised after each use.
- Where developmentally appropriate, children will be supported to change standing up.
- Children will **never** be left unattended on changing tables at any time.
- Infection control procedures will be followed at all times in line with school policy.

7. Nappies and Continence Care

- Children who are not fully toilet trained will be supported sensitively.
- Parents are encouraged to work in partnership with school to support toilet training.
- Pull-ups should be used unless there is a medical reason for nappies.
- If a child becomes excessively distressed or unwell, parents/carers will be contacted.

8. Recording and Documentation

- Individual Intimate Care Plans will be drawn up for children who require regular intimate care.
- All intimate care will be recorded, including date, time, reason for care and staff involved.
- Records will be stored securely and treated as confidential.

- Records provide safeguarding protection for both children and staff and must be completed accurately.

9. Roles and Responsibilities

School Responsibilities

- Ensure staff are trained in safeguarding, health and safety and intimate care procedures
- Maintain confidentiality and accurate records
- Work in partnership with parents and carers
- Review arrangements regularly

Parent/Carer Responsibilities

- Provide necessary supplies (nappies, pull-ups, wipes, spare clothing)
- Share relevant medical or personal care information promptly
- Support the development of independence at home
- Attend meetings and reviews when required

Children's Responsibilities (where appropriate)

- Be involved in their care as much as possible
- Communicate needs or concerns to a trusted adult

10. Review of Policy

This policy will be reviewed every three years, or sooner if legislation, guidance or school circumstances change.

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Health and Safety Policy, Equality Policy and SEN Policy.

Appendices

Appendix A – Parental Intimate Care Agreement *(this may also be sent as an electronic form)*

Child's Name: _____

Class: _____

West Denton Primary School recognises that intimate care is a sensitive matter and is committed to working in partnership with parents and carers.

The school agrees to:

- Carry out intimate care in line with this policy
- Treat the child with dignity, respect and sensitivity
- Record all intimate care incidents accurately
- Contact parents/carers if concerns arise, including distress, illness or safeguarding matters

Parents/Carers agree to:

- Provide all necessary supplies (nappies/pull-ups, wipes, spare clothing)
- Inform school of any medical needs, rashes or changes in care
- Support the development of independence at home
- Attend review meetings when required

Parent/Carer Signature: _____ **Date:** _____

School Representative: _____ **Date:** _____

Appendix B – Individual Intimate Care Plan

Child's Name: _____

Date of Birth: _____

Class: _____

Description of Intimate Care Needs:

Agreed Support and Level of Independence:

Staff Involved:

Parent/Carer Signature: _____

Staff Signature: _____

Review Date: _____



Appendix C – Intimate Care Record Sheet

Date	Child's name	Class	Reason for Care	Time	Staff initials	Comments

Records must be stored securely and treated as confidential.