



# Stanah Primary School

## Intimate Care Policy

Reviewed: September 2025

### Statement of intent

Stanah Primary School takes the health and wellbeing of its pupils very seriously. The school aims to support pupils with illnesses and physical disabilities to enable them to have a full and rich academic life whilst at school.

The Children Act 2004, places a duty on schools/services to safeguard and promote the well-being of pupils. This includes the need to ensure that all adults who work with or on behalf of pupils are competent, confident and safe to do so.

The Governing Body will act in accordance with regulations and recognise their duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

This policy should be read in conjunction with the schools policies on child protection, whistleblowing, special educational needs and health and safety. We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. Pupils will always be treated with care and respect when intimate care is given, and no pupil will be left feeling embarrassed or in distress.

### **Definitions and examples**

Intimate care is defined as any care which may involve the following:

- ❑ Washing
- ❑ Touching
- ❑ Changing a child who has soiled themselves
- ❑ Providing oral care
- ❑ Feeding
- ❑ Assisting in toilet issues
- ❑ Providing comfort to an upset or distressed pupil

Intimate care tasks are associated with bodily functions, body products and personal hygiene that require direct or indirect contact.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads and nappies, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Pupils may be unable to meet their own care needs for a variety of reasons and may require regular support.

### **Children Wearing Nappies**

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

### **Special Needs**

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

### **Health and safety**

Staff will wear fresh aprons and disposable gloves whilst assisting a pupil in the toilet or whilst changing a nappy/incontinence pad.

Soiled nappies/incontinence pads will be securely wrapped and disposed of appropriately. When primary pupils require intimate care/toileting, nappies/incontinence pads will be disposed of in the appropriate bin provided. The changing area or toilet will be left clean. Hot water and soap are available to wash hands. Paper towels are available to dry hands. Soiled clothing will be securely sealed and given to parents/carers for laundering.

### **Staff and facilities**

Staff members who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist pupils who need special arrangements:

This may include any of the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies/pads
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty or menstruation.

### **The school will:**

In liaison with the pupil and parents/carers, create an Individual Health Care Plan to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Respect the privacy and dignity of any pupil who requires intimate care. Any pupil with wet or soiled clothing will be assisted in cleaning themselves, where necessary.

If a care plan is NOT in place parents/carers will be informed if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled himself/herself). It is recommended that this information should be treated as confidential and not communicated through the home/school diary.

All pupils will be encouraged to do as much for his/herself as possible. Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept.

Staff will always respect the family's religious views, beliefs and cultural values when handling cases of intimate care.

Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

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

### **Parental responsibilities**

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies/incontinence pads, wet wipes and changes of clothing, if requested, in case of accidents.

### **Safeguarding**

All staff will be aware of the school's child protection policy and procedures. Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Individual health care plans will be drawn up for pupils as appropriate to suit the circumstances of the Pupil.

Each pupil's right to privacy will be respected. Two carers will need to be present when the pupil is toileted.

If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will immediately report the concerns to the Designated Safeguarding Lead.

### **Swimming**

Pupils in primary regularly participate in swimming lessons. During these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

Special consideration will be taken to ensure that cases of bullying or teasing do not occur. Details of any arrangements will be recorded in the pupil's care plan.

### **Offsite visits**

Before offsite visits, including residential trips, the pupil's care plan will be checked and/or reviewed to ensure procedures are in place to provide intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy, during residential and off-site visits.

### **Documentation**

A request for intimate care must be completed as soon as a need is identified by parents/cares or school staff. This must be signed by parents/carers. (Appendix 1)

A record of intimate care intervention (Appendix 2) MUST be completed by staff each time intimate care is given.

## Appendix 1

### Permission for Providing Intimate Care

Pupil: \_\_\_\_\_

I give permission to the school to provide appropriate support to my child e.g. changing nappies, assisting with toileting, changing clothing.

I will advise the Headteacher or other relevant member of staff of any medical complaint my child may have which may affect issues of care.

Signed \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

**RECORD OF INTIMATE CARE INTERVENTION**

Child's Name..... DoB .....

Identified Support Staff .....

Date	Time	Procedure	Comments	Signature

Appendix 3

Stanah Intimate Care Plan

Child/Young Person's Name:		Class
----------------------------	--	-------

Toilet training programme:  
Yes/No Details:

Toileting skill level:

Wears nappy/pull ups/underwear <input type="checkbox"/>	Lies on changing table when being changed <input type="checkbox"/>	Stands and holds on to changing table when changed <input type="checkbox"/>
Shows awareness when wet/soiled <input type="checkbox"/>	Informs adult when wet/soiled <input type="checkbox"/>	Pulls training pants /underwear down/up independently <input type="checkbox"/>
Wipes with adult support <input type="checkbox"/>	Wipes bottom independently <input type="checkbox"/>	Freshens self independently when being changed (front) <input type="checkbox"/>
Uses toilet trainer seat placed on toilet <input type="checkbox"/>	Sits on toilet seat unsupported <input type="checkbox"/>	Urinate by standing himself <input type="checkbox"/>
Washes hands independently <input type="checkbox"/>	Washes hands with physical/verbal prompts <input type="checkbox"/>	

Facilities and equipment:

Bed: Yes/No		Other:	
-------------	--	--------	--

Additional notes:

The current plan has been agreed by :

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Role: \_\_\_\_\_ Signature \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_