



The Horsell Village School

Intimate Care Policy

School Name: The Horsell Village School

Date: Autumn 2026

Review Date: Autumn 2028

Date Shared with LGC: Autumn 2026

Shared with staff: Autumn 2026

Intimate Care Policy

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/ undressing or using the toilet. Most children can carry out these functions themselves, but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff, and ensure good practice is followed. Staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional and caring manner.

We believe that the intimate care of children cannot be separated from other aspects of their learning and development, and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis.

We recognise the need to treat all children with respect and dignity when intimate care is provided. Intimate care will always be carried out in a sensitive and supportive manner that promotes the child's comfort, wellbeing, and privacy.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people, including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care, ensuring intimate care is carried out properly by staff, in line with agreed plans that protect themselves and the child involved.
- Assure parents and carers that staff are knowledgeable about personal care, and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting in line with the equality act 2010
- The dignity, rights, and wellbeing of every child are safeguarded.
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children are respected and valued as individuals.

This policy complies with [statutory safeguarding guidance](#).

Approach to intimate care

For children who occasionally require intimate care, for example following a toileting accident or where they are unable to manage wiping or changing their underwear independently, appropriate support will be provided by staff. Parents and carers will be informed by the class teacher, where possible, and any soiled clothing will be returned home in a sealed bag with a change of clothing slip attached.

Parents and carers will be contacted and asked to attend as soon as possible where additional support is required or where it is considered to be in the child's best interests to discuss further care

arrangements e.g. where additional cleaning or changing is required, or where staff have concerns that a child may be unwell.

For children whose needs are more complex or who require regular assistance with intimate care, an individual Intimate Care Plan will be developed in partnership with parents and carers. Where appropriate, the child and any relevant health professionals will also be involved in agreeing the plan. The plan will set out the child's specific needs, the support to be provided, and the arrangements that will be put in place to ensure their comfort, dignity, safety and wellbeing.

If the school is unable to contact parents or carers and an intimate care procedure urgently needs to be carried out, the procedure will be undertaken to ensure the child's comfort, safety and wellbeing. Parents and carers will be informed as soon as possible afterwards.

The school will work closely with parents and carers and take their preferences into account to make the provision of intimate care as comfortable and respectful as possible. Subject to their age and understanding, the views and preferences of the child will also be taken into account. Where there is any uncertainty about a child's ability to make an informed decision, parents and carers will be consulted.

The Intimate Care Plan will be reviewed at least twice yearly, even where no changes are required, and whenever there is a significant change in the child's needs.

[See appendix 1 -Intimate Care Plan](#)

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

Role of the staff

All staff that carry out intimate care will have been subject to enhanced DBS.

Staff will receive:

- o Training in the specific types of intimate care they undertake.
- o Regular safeguarding training
- o If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible.

They will be familiar with:

- o The control measures set out in risk assessments carried out by the school.
- o Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

Intimate Care Procedures

1.	• Two members of staff to always be present • Staff members who are known to the child will take responsibility for changing children. • The staff members who are involved will always ask the child for permission to assist them.
2.	• PPE- Staff to wear gloves. • Plastic aprons are optional (personal choice)
3.	• Privacy- ensure when assisting intimate care this happens in a place that provides privacy for the child. This can be a cubical toilet or using a screen to partition off.

4.	• If possible, children should be changed standing up or using a changing mat to avoid staff lifting children.
5.	• Staff will provide the child with their own clothing if they have spares, alternatively school will supply a change of clothes. • Staff will encourage the child to take their own clothes off and to wipe themselves. Guiding and supporting the process. • Disposable wipes will be used by the child to clean themselves. • Any soiled or damp clothing should be placed in a plastic carrier bag and sent home. Wipes / gloves to be disposed of in the outside bin. • Hands should be thoroughly washed afterwards. • Complete the intimate care record.
6.	Refusal to allow an adult to assist. 1) Use positive reinforcement and encouragement for child to self-care. 2) Parents requested to come to school to change their child at school or provide appropriate support.

The school will monitor the frequency of provision of intimate care. A meeting will be called with the parents / carers to create an Individual Health Care Plan should the school feel this is necessary.

Subject to their age and understanding, the views of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

We recognise that children may occasionally have toileting accidents that are out of character for them. In the absence of an individual Intimate Care Plan, children will be encouraged and supported to achieve the highest level of independence possible, taking into account their age and developmental needs. Staff will encourage children to do as much for themselves as they are able, while providing appropriate support where required.

In the rare event that a child is heavily soiled and staff are unable to meet the child's needs appropriately within the school's intimate care procedures, parents and carers will be contacted and asked to attend as soon as possible where additional support is required or where it is considered to be in the child's best interests to discuss further care arrangements.

The Protection of Children

Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and it's worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse. If a member of staff has a concern about physical changes in a child's presentation, e.g., marks, bruises, soreness, etc. s/he will follow our safeguarding procedures. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures)

Allegations of Abuse

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents and carers of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy
- SWAN Trust Child Protection and Safeguarding Policy
- Administering Medicine Policy
- SWAN Trust Complaints Policy

The Local Governing Committee reviews this policy every two years.

The Local Governing Committee may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Appendix 1: Intimate Care Plan

The Horsell Village School Intimate Care Plan



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	
Personalised approach (Note details in addition to the school's intimate care procedure)	
How procedures will differ if taking place on an educational visit	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Signature of parent or carer	
Date	
This plan will be reviewed twice a year. Next Review Date:	

Appendix 2: Record of Intimate care intervention

[illegible]