



Baildon Glen Primary School

Intimate Care Policy

Date of issue	Review date	Date ratified by Governing Body	
September 2025	September 2027	5.10.25	
	Print name	Signature	Date
Headteacher	Joanna Jackson		1.9.25

Intimate Care Policy

Baildon Glen Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The 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 trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. 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.

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

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

- Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to.
- All children will be taught personal safety skills carefully matched to their level of ability, development and understanding.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection.
- 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. Further advice will be taken from outside agencies if necessary.
- If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding and Child Protection Policy for details)
- All staff will be required to refer to policies the school may hold for clarification of practices and procedures.

School responsibilities

- Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.
- In liaison with the pupil and parents/carers, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.
- The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
- Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents/carers.

- 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, and they will be stored confidentially in the classroom cupboard.
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.
- A minimum number of changes will be agreed.
- The family's cultural practices will always be taken into account for 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.

Parental responsibilities

- Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.
- Parents/carers will inform the school should their child have any marks/rashes.
- Parents/carers will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing

Child's Name..... DOB.....

RECORD OF AGENCIES INVOLVED

Name/Role	Address/phone/email
Parent/Carer	
School Nurse/Health visitor	
Continence Advisor	
Physiotherapist	
Occupational Therapist	
Hospital Consultant	
Hospital School Service	
Physical/Sensory Service	
GP	
EP	
Social Worker	



Working towards Independence Record



BALDON GLEN
PRIMARY SCHOOL

Child's Name.....DOB.....

Name of Support Staff Involved.....

I can already

Aim:
I will try to

Review date.....
 Parents/Carers.....Child (if
 appropriate).....
 Personal Assistant.....
 Senior Management/SENCo.....
 Date.....



**BAILDON GLEN
PRIMARY SCHOOL**

Permission to Provide Intimate Care

Child's Last Name	
Child's First Name	
Male/Female	
Date of birth	
Parent/Carers name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to child.....

Date.....