



INTIMATE CARE POLICY

2025

Approved by: The Governing Body

Date approved: December 2025

Last reviewed: December 2025

Next review due: December 2026



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1. Introduction

1.1 Aims

At St. Edmund's CofE Primary and Nursery School, we are committed to ensuring that all children are supported to flourish academically, socially, emotionally and physically. This policy aims to ensure that:

Intimate care is carried out sensitively, respectfully and professionally, in line with agreed procedures and individual care plans.

The dignity, privacy, safety, rights and wellbeing of every child are safeguarded at all times.

Pupils who require intimate care are not discriminated against and are supported in line with the Equality Act 2010.

Parents and carers are confident that staff are appropriately trained and that their child's individual needs are fully understood and respected.

Staff carrying out intimate care do so within clear safeguarding, health and safety, and professional boundaries that protect both pupils and staff.

For the purposes of this policy, intimate care refers to any care that involves toileting, washing, changing, dressing, menstrual care, or contact with a child's intimate personal areas.

1.2 Legislation & Guidance:

This policy has due regard to the following statutory guidance and legislation:

- Keeping Children Safe in Education (DfE)
- Early Years Foundation Stage (EYFS) Statutory Framework
- Working Together to Safeguard Children
- Equality Act 2010
- Health and Safety at Work Act 1974

This policy reflects safeguarding best practice as set out in the model policy provided and is applied alongside St. Edmund's safeguarding arrangements.



2. Role of Parents and Carers

2.1 Parental Consent

For children who require routine or occasional intimate care (for example, toileting accidents or nappy changing in EYFS), parents and carers will be asked to:

Supply appropriate resources (e.g. nappies, wipes, spare clothing)

Where a child requires more complex or ongoing support, an individual Intimate Care Plan will be created

Where no consent or plan is in place, parental permission will be sought prior to providing intimate care wherever possible. If urgent care is required and parents cannot be contacted, staff will act in the child's best interests and inform parents as soon as practicable.

2.3 Sharing Information

Open communication between home and school is essential. The school will share information with parents as appropriate, and parents are expected to inform the school of any changes that may affect their child's care needs.



3. Role of Staff

3.1 Staff Responsibilities

Staff who may provide intimate care include:

- Teaching Assistants
- Early Years Practitioners
- SEND Support Staff

These responsibilities are outlined within job descriptions. No member of staff can be required to undertake intimate care duties outside of their role.

All staff involved will have:

- Enhanced DBS checks including barred list checks
- Appropriate safeguarding training

The Designated Safeguarding Lead (DSL), supported by the Headteacher, is responsible for:

Overseeing the implementation of this policy

Ensuring staff receive appropriate training

Overseeing the development and review of care plans

Acting as a point of contact for concerns

3.2 Training

Staff providing intimate care will receive training appropriate to their role, including:

Safeguarding and child protection

Manual handling (where required)

Hygiene and infection control

Specific medical or SEND-related procedures



4. Intimate Care Procedures

At all times, St. Edmund's CofE Primary and Nursery School balances children's right to privacy with safeguarding responsibilities.

4.1 Staffing Arrangements

Normally, one member of staff will provide intimate care. Two members of staff may be present where:

Manual handling or specialist equipment is required

There is an identified safeguarding risk

Where a child requires regular intimate care, the same staff members will support the child wherever possible, with trained cover available for absences.

Male and female staff may support pupils of any gender. This will be discussed sensitively with parents and the child where appropriate.

4.2 Location and Privacy

Intimate care will take place in:

- Designated EYFS toileting and changing areas
- Accessible toilets or hygiene rooms

Staff will inform another member of staff before beginning care and ensure they are within earshot, while maintaining the child's dignity and comfort.

The school provides:

Disposable gloves and aprons

Cleaning materials and disposal facilities

Changing mats



Soiled clothing will be sealed, labelled and returned discreetly to parents.

Records of intimate care will be kept where appropriate, including date, staff involved and any relevant observations.

4.3 Safeguarding Concerns

Any concerns regarding marks, soreness, injuries or changes in behaviour will be reported immediately in line with the school's safeguarding procedures.

Any allegation against a member of staff will be managed in accordance with the school's Child Protection Policy and LADO procedures.

4.4 Nappy Changing (EYFS)

EYFS nappy changing procedures include:

Use of gloves and aprons

Strict hand hygiene before and after

Appropriate disposal of waste

Clear recording of care provided

4.5 Toileting Accidents

Where children are not yet toilet trained, staff will work closely with parents to support progress.

Patterns of repeated accidents will be monitored and discussed with parents and, where necessary, the DSL.



4.6 Menstrual Care

The school recognises that pupils may begin menstruation during primary school.

Sanitary products are available discreetly in:

- Pupil toilet facilities
- The medical/wellbeing room

Staff will provide reassurance and guidance but will not physically assist unless agreed within an individual care plan.

Puberty and menstrual health are taught through the PSHE curriculum.

5. Monitoring Arrangements

This policy will be reviewed annually by the Headteacher and DSL and approved by the Governing Body.

6. 'Sixcess' Christian Value Links

At St. Edmund's CofE Primary and Nursery School, intimate care is provided within the context of our Christian vision and values. These values shape staff attitudes, decisions and actions, ensuring that every child is treated with dignity, compassion and fairness.

6.1 Respect:

Intimate care is delivered in a way that preserves each child's dignity, privacy and personal boundaries. Staff communicate clearly and kindly, explain what they are doing, and respect a child's wishes wherever possible. Care is carried out discreetly and sensitively, ensuring that children feel valued, safe and respected as individuals.



6.2 Responsibility:

Staff take professional responsibility for safeguarding pupils, following agreed procedures, care plans and training. Parents and carers are supported to work in partnership with the school, ensuring shared responsibility for meeting a child's needs. Accurate recording and reporting ensure accountability and consistency in care.

6.3 Compassion:

Intimate care is underpinned by empathy, kindness and understanding. Staff recognise that children requiring intimate care may feel vulnerable or embarrassed and respond with warmth, patience and reassurance. Care is never rushed and always prioritises the emotional wellbeing of the child alongside their physical needs.

6.4 Perseverance:

The school recognises that children develop at different rates and that progress towards independence may take time. Staff show perseverance by providing consistent support, encouragement and positive reinforcement, particularly in EYFS and SEND contexts, enabling children to build confidence and resilience.

6.5 Truth and Trust:

Open, honest communication with parents, carers and pupils builds trust. Clear consent procedures, transparent recording and consistent communication ensure that families have confidence in how intimate care is managed. Children are encouraged to express how they feel and to trust adults to support them appropriately.

6.6 Justice and Forgiveness:

The policy ensures that no child is disadvantaged or excluded due to their personal care needs. All pupils are treated fairly, equitably and in line with the Equality Act 2010. Where difficulties arise, staff respond with understanding and restorative approaches, ensuring that care remains child-centred and free from judgement.



6. Concluding Notes

6.1 Links to other Policies:

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- SEND Policy
- Supporting Pupils with Medical Conditions
- Health and Safety Policy
- Accessibility Plan
- PSHE Policy

6.2 Final Note:

This policy reflects best practice, statutory safeguarding guidance, and the Christian ethos of St. Edmund's CofE Primary and Nursery School, ensuring that intimate care is always rooted in dignity, compassion, trust and safety.