



Intimate Care Policy

2026 – 2029

Date written:	September 2026
Date agreed by Governors:	September 2026
Date to review:	September 2029

'The Love of Christ Shines Here'

Our School is Christ-centred where Gospel values permeate our daily lives.

We extend our hand of friendship to the wider community in the spirit of love, peace and justice.

We create opportunities to celebrate the uniqueness of every child and nurture them through a stimulating and enriching curriculum.



Intimate Care Policy

1. Purpose

To ensure that pupils who require intimate care at Our Lady & St Philomena's are treated with respect, dignity and privacy; that staff are safe, supported, and clear about their responsibilities; and that the school complies with statutory guidance from the DfE, Ofsted, Liverpool City Council, safeguarding legislation, and equality legislation.

2. Scope

This policy applies to:

- All staff (teaching, non-teaching), supply staff, volunteers, governors;
- Pupils who require assistance with tasks such as toileting, menstrual hygiene, washing, changing, or other intimate personal care needs, whether regularly or occasionally.

3. Definition

Intimate care refers to any care which involves washing, touching, or carrying out an invasive procedure to intimate personal areas which most people usually carry out themselves. This includes but is not limited to:

- Helping a child who has soiled themselves or wet themselves;
- Changing nappies, pull-ups or incontinence pads;
- Assisting or supervising during menstruation or sanitary hygiene;
- Washing or bathing children where required;
- Dressing or undressing when help is needed;
- Oral hygiene, catheter/stoma care or any other medical procedure in intimate areas.

4. Principles

- Respect: Pupils' dignity, privacy, modesty and comfort are paramount.
- Consent & Choice: Pupils should be involved as far as possible in the process; staff should seek the child's consent; choices (where possible) should be offered (who does care, where, etc.).
- Independence: Encourage pupils to do as much as they can themselves.
- Consistency & Trust: Use the same staff where possible to build trust.
- Safeguarding first: Any care must take into account safeguarding of the child; staff must follow school's Safeguarding / Child Protection policy.
- Equality: The child's age, culture, religion, gender, medical needs should be respected.

5. Roles & Responsibilities

Head Teacher	Ensure policy is implemented; ensure adequate facilities & staffing; ensure staff receive training; liaise with parents; ensure policy is reviewed.
Designated Safeguarding Lead (DSL)	Oversee safeguarding concerns arising from intimate care; ensure staff know how to respond; report any concerns as per safeguarding policy.
SENDCo	Identify pupils with intimate care needs; create / monitor Intimate Care Plans; liaise with health professionals, parents.
Intimate Care Staff	Provide intimate care in line with the policy and any plan; ensure privacy/hygiene; listen to pupil; communicate with parents; report any concerns or incidents.
Parents / Carers	Provide information about child's needs; give consent; supply necessary items (spare clothes, pads, etc.); communicate any changes.
Governors / Liverpool City Council	Ensure the school has required policies; provide oversight and make sure resources are adequate.



6. Intimate Care Plans & Risk Assessment

- For pupils with ongoing or frequent intimate care needs, the school, parents/carers, pupil (if able), and health professionals will jointly prepare an Intimate Care Plan (ICP).
- The ICP will specify:
 - What care is needed, how often, by whom;
 - The pupil's preferences (e.g. gender of carer, degree of assistance desired);
 - Facilities and equipment required;
 - Hygiene, safety, disposal of waste;
 - Emergency procedures;
 - Review dates.
- Review at least twice a year or whenever there is a change in need.
- Conduct risk assessments as needed, particularly for trips, or when using specialist equipment or dealing with medical needs.

7. Procedures for Carrying Out Intimate Care

- **Facilities:** Use designated toilets / changing rooms / private areas with locks; hot & cold washbasin; adequate lighting; clean changing mats; gloves, aprons; suitable waste disposal (clinical where relevant).
- **Hygiene & Health & Safety:** Staff to use disposable gloves and aprons, wash hands before & after, follow infection control guidelines / school's Health & Safety policy.
- **Number of Adults:** Preferably one adult caring for the child; whenever possible another adult should be aware or in earshot; in instances needing manual handling or risk, two staff may be involved.
- **Privacy & Modesty:** Keep exposure minimal; doors closed / screen used; child's dignity preserved; the child should be covered where possible during care.
- **Gender & Preference:** If pupil has preference for carer of particular gender, where possible this will be honoured. If not possible, explanation given, extra privacy ensured.
- **Child's Participation:** Explain each step to the pupil; allow them to say if they feel uncomfortable; respect any sign of refusal or distress; proceed only when safe.

8. Consent & Communication

- Parents / carers will be asked to provide written consent for intimate care when a child starts at the school or when the need first arises.
- Parents to be informed of any incident of unplanned intimate care (e.g. accident leading to cleaning/changing).
- Open communication between school, parents, SENDCo, health professionals where needed; share ICPs; ensure all involved staff know what is expected.

9. Safeguarding & Staff Training

- All staff undertaking intimate care must have an enhanced DBS check.
- Staff should have relevant training: safeguarding & child protection; use of any specialist medical equipment; manual handling where necessary.
- If any signs of harm, abuse, neglect, or disclosure occur during intimate care, staff must follow the school's safeguarding procedures immediately and report to the DSL.



10. Monitoring, Record Keeping & Review

- Keep written records of intimate care actions: date, time, staff involved, what was done, any skin issues or injuries, any concerns by child or staff.
- Store ICPs securely; accessible to relevant staff.
- Regular review (at least twice per year) of each ICP.
- Periodic audit of facilities, staff feedback, pupil/parent feedback.
- Policy review every 3 years (or earlier if legislation changes or after significant incident).

11. Related Policies & Legal Framework

Policies this should align with / refer to:

- Safeguarding / Child Protection Policy
- SEND Policy
- Equality & Diversity Policy
- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Relationships Policy

Legal / Guidance References:

- DfE statutory guidance for safeguarding and welfare (including those in Early Years Foundation Stage if applicable)
- Ofsted Education Inspection Framework (safeguarding, personal development, wellbeing)
- Equality Act 2010
- SEND Code of Practice
- Liverpool City Council policies for maintained schools

12. Appendices

- Appendix A: Intimate Care Plan Template
- Appendix B: Parental Consent Form for Intimate Care
- Appendix C: Intimate Care Incident Log / Record Form
- Appendix D: Staff Code of Conduct for Intimate Care Tasks



Appendix A – Intimate Care Plan (ICP) Template

Pupil Name:	
DOB:	Class:
Date of Plan:	Review Date:
Nature of Care Required (toileting, changing, medical, etc.):	Frequency / Times of Care:
Location(s) where care will take place:	Equipment / supplies required (e.g. gloves, wipes, nappies, spare clothes):
Pupil preferences (e.g. gender of staff, routines):	Staff responsible (named):
Health & Safety considerations (manual handling, infection control, disposal):	Parent / Carer contribution (items supplied, routines at home):
Emergency procedures:	
Review schedule: Twice yearly / on change of needs	
Signatures: Parent / Carer: _____ Date: _____ SENDCo: _____ Date: _____ Class Teacher: _____ Date: _____ Head Teacher: _____ Date: _____	



Appendix B – Parental Consent Form

I consent to staff at school providing intimate care for my child:

Child's Name: _____

DOB: _____ Class: _____

I understand that:

- Intimate care will be carried out in line with the school's Intimate Care Policy.
- Staff will treat my child with dignity and respect, encouraging independence.
- I will be informed if unplanned intimate care is required.
- I am responsible for providing necessary items (clothing, nappies, pads, wipes etc.).

☐ I agree to the Intimate Care Plan for my child (attached if applicable).

Signed (Parent/Carer): _____ Date: _____

Print Name: _____



Appendix C – Intimate Care Record / Incident Log

Date	Time	Pupil	Nature of Care	Staff Present	Notes/Issues	Signature

Notes:

- Record all occasions where intimate care is given.
- Note any unusual marks, concerns, or disclosures and report immediately to the DSL.
- Store securely in line with GDPR.



Appendix D – Staff Code of Conduct for Intimate Care

All staff undertaking intimate care at Our Lady & St Philomena's agree to:

- Treat every child with dignity and respect.
- Involve the child in their care and respect their preferences.
- Use protective equipment (gloves, apron) and follow infection control.
- Work in an open environment (another staff member aware, doors not fully closed where possible, except where privacy requires).
- Report immediately any concerns, marks, injuries, or disclosures to the DSL.
- Maintain clear records of intimate care provided.
- Undertake only tasks they are trained and authorised to do.
- Uphold safeguarding and child protection responsibilities at all times.

Signed (Staff): _____ Date: _____

Print Name: _____