



GRAYSWOOD PRIMARY SCHOOL
Church of England (Aided)

Intimate Care Policy

Policy Schedule	
Last reviewed	September 2026
Shared with Governing Body and Staff	September 2026
Next Review	September 2028



Welcome to Grayswood CE Primary School- a place where everyone counts.

*Everybody at Grayswood Church of England Primary School is nurtured and loved as a unique child of God. Growing together through **perseverance** and **teamwork**, we learn to **love** and **forgive** with **kindness** and **respect**. As we flourish, we embrace the future with hope, confidence and positivity.*

'Love one another as I have loved you' (John 15:12)

Our mission statement to 'Love one another as I have loved you' is at the heart of our school and feeds into all aspects of life here at Grayswood.

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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, privacy, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- [Keeping Children Safe in Education](#)
- [Early Years Foundation Stage \(EYFS\) statutory framework](#)

3. Role of parents/carers

3.1 Seeking parental permission

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), parents will be asked to:

- Sign a consent form
- Provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the consent form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences 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.

The plan will be reviewed twice a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

See appendix 1 for a template plan.

3.3 Sharing information

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

4. Role of staff

4.1 Which staff will be responsible

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

The Headteacher will:

- Oversee the implementation of this policy

- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- 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:

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

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

5. Intimate care procedures

During nappy changes, toileting and any intimate care procedure, Grayswood School will balance the children's privacy with safeguarding and support needs.

5.1 Staffing and Pupil Dignity

Intimate care procedures will normally be carried out by **one designated member of staff**, protecting the child's privacy and dignity while preventing operational resource challenges in the classroom.

To ensure robust safeguarding for both the pupil and the adult, the following mandatory control measures are enforced:

- **Staff Notification:** Before performing intimate care, the staff member must explicitly inform another colleague that they are going to the changing area with the child.
- **Proximity:** The second staff member must remain within immediate calling distance (earshot) throughout the procedure but will not be inside the immediate cubicle space unless an emergency arises.
- **Multi-Adult Exceptions:** A minimum of two adults will only be present if explicitly mandated by the pupil's Individual Intimate Care Plan, if manual handling lifts are required, or during high-risk medical procedures.

5.2 Arrangements

Procedures will be carried out in the Reception toilet area/cubicle. Privacy will be maintained throughout.

Before going to perform intimate care on a child, the members of staff allocated to that child will inform another member of staff of where they are going,

- When carrying out procedures, the school will provide staff with:
- Nappies, wipes and gloves as well as cleaning supplies and a bin.
- Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day
- Every change will be recorded, including date and time, staff involved, any relevant observations (e.g. skin integrity). This will be reported to parents/carers.

5.3 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (such as unexplained marks, bruising, or soreness), they will record and report this immediately using the school's internal safeguarding logging system.

All concerns must be directed straight to the Designated Safeguarding Lead (DSL) or Deputy DSLs. The DSL will evaluate the information and, where necessary, make the official referral to the local authority's children's social care team or contact the Local Authority Designated Officer (LADO).

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Headteacher.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

5.4 Specific procedures for nappy changing

- Preparation and hygiene precautions (e.g., use of disposable gloves, wipes, handwashing)
- Reception toilet cubicle/ toilet area
- 1 designated adult to support changing in line with section 5.1 proximity controls
- Soiled items to be put into nappy bags and into bin – emptied daily
- Record keeping by staff and communicated with parents

5.5 Specific procedures for toileting accidents

Where pupils are starting school without having been toilet trained, staff will work with the pupil's parents/carers to agree on a care plan.

The school will record the number of soiling incidents in the school and liaise with the pupil's parent/carers about:

- The outcomes of relevant medical appointments attended by the child

- Whether there is a change in the pattern of soiling incidents, at home or at school
- Whether the current plan is working

This will be communicated in person as well as through a communication book.

6. Monitoring arrangements

This policy will be reviewed by the Headteacher every 2 years. At every review, the policy will be approved by the Governing Body.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year. Next review date: _____ To be reviewed by: _____

Appendix 2: template parent/carers consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact(s) and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact(s), if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	☐
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	