INTIMATE CARE POLICY

HATFIELD PEVEREL INFANT AND NURSERY SCHOOL

Inspiring a Love of Learning

APPROVED BY GOVERNORS: SEPTEMBER 2026

POLICY TO BE REVIEWED: SEPTEMBER 2027

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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, 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, 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 (Nursery)

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 whose needs are more complex, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

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 once 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) 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 once a year, even if no changes are necessary, and updated regularly if there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

5. Sharing information

The school will share information with parents/carers as needed to ensure a consistent

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

6. Role of staff

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.

7. 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

• Specific training to the child's needs if needed such as Hoist training.

They will be familiar with:

• The control measures set out in risk assessments carried out by the school

• Hygiene, health and safety procedures

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

7. Intimate care procedures

It is best practice from a health and safety, and safeguarding perspective, to have 2 members of staff present. However, this is not always possible. If two members of staff are not available, staff would only complete intimate care if they were comfortable with this.

Some pupils will require intimate within the classroom setting due to their level of need. This will protect their dignity and safety for themselves and those around them. More than one member of staff is present within the classroom setting. If the child requires the disabled toilet for their intimate care, two members of staff will be required where possible.

When carrying out procedures, the school will provide staff with:

- Changing mats or beds (when appropriate / needed)

- Gloves

- Aprons

- Antibacterial wipes to wipe down the area

- Nappy sacks

- Nappy bin

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as:

- Nappies

- Wet wipes

- Underwear

- spare sets of clothing including socks/ tights.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

Childs intimate care needs will also be considered when attending school trips to provide both dignity and privacy.

7. Our Facilities

At Hatfield Peverel Infant school, we have a disabled access toilet next to the office.

8. Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

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 our Designated safeguarding leads Zoe Fairbairn, Claire Springall, Lauren Sapiano or Kerry McGaughey.

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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.

All staff engaged in the care of children and young people need to exercise caution in the use of physical contact. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

9. Monitoring arrangements

This policy will be reviewed by the SENCOs every year and approved by the school's governing body.

10. Other policies applicable

Accessibility plan

Safeguarding policy

Keeping children safe in Education

Health and Safety Policy

SEND policy and SEN information report

Review date: September 2026

Appendix 1

Hatfield Peverel Infant and Nursery School

Intimate Care Plan (Nursery)

Child's name:	
Date of birth:	
Date of plan:	
Review date:	

Area of need:	
Equipment required:	
Location of suitable toilet facilities:	
Support required:	
Target:	

I consent to the delivery of intimate care for my child.

Parent signature:.....Date.....

Teacher signature:.....Date.....

Appendix 2

Hatfield Peverel Infant and Nursery School

Intimate Care Plan (SEND/Additional Needs)

Child's name:	
Date of birth:	
Date of plan:	
Review date:	

Area of need:	
Equipment required:	
Location of suitable toilet facilities:	
Support required:	

I consent to the delivery of intimate care for my child.

Parent signature:.....Date.....

Teacher signature:.....Date.....