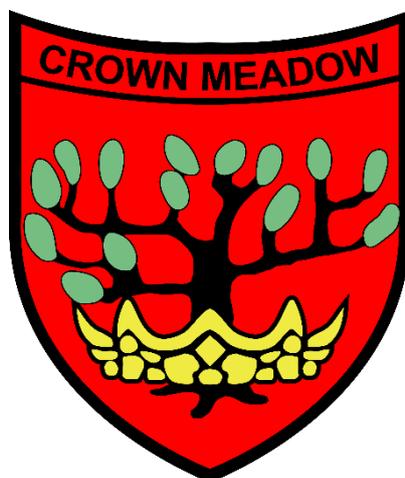


Crown Meadow First School and Nursery



Intimate Care Policy including Personal Care Plan Templates

September 2025

This policy is reviewed at least annually by the governing body and SLT and was

Last reviewed on Date: September 2025

Next Review Date: September 2026

Print Name: **Signature:** (Chair of Governors)

Print Name: **Signature:** (Headteacher)

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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 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 [statutory safeguarding guidance](#) and the EYFS Statutory Framework: including section 3.86.

3. Role of parents/carers

3.1 Seeking parental permission

For EYFS children consent for toileting care is gained on admission to our school.

For children in Year 1 and above who need regular support, 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 regularly, as well as whenever there are changes to a pupil's needs.

From Reception Class onwards, all intimate care will be logged electronically using Medical Tracker. Appendix 1 details a blank template plan to see what this will cover.

Nursery record any intimate care on their paper intimate care record – see Appendix 2. Details of intimate care are shared with individual parents on request and in line with unique needs.

3.3 Sharing information

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

4. Role of staff

4.1 Which staff will be responsible

All teaching staff who work with the children work collaboratively to meet children's intimate care needs.

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.

For our youngest children in the EYFS, an adult familiar to the child will provide intimate care.

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

5.1 How procedures will happen

Intimate care for children in the EYFS will be carried out in the internal Nursery accessible toilet. The door will be propped open, so that the staff member is within sight and hearing. The staff member carrying out intimate care will alert an employed Crown Meadow staff member to the fact they are going to change the child.

All employed staff members carry out intimate care, regardless of their gender. Any staff member who feels uncomfortable carrying out intimate care must discuss this with the EYFS Phase Leader and/or the DSL – leading to a professional understanding of the context and an agreed way forward.

Children needing intimate care from Year 1 upwards will either be changed in the Nursery accessible toilet or the accessible toilet in the main school, opposite the Key Stage 1 cloakroom area or at the bottom of the SLT office corridor. This decision will be made based on logistical complexities, the individual needs of the child and safety of the staff member, for example, with lifting and handling.

It is best practice from a health and safety, and safeguarding perspective, to have 2 members of staff present. However, we recognise that this may not always be possible. If it is not possible, the staff member must alert an employed Crown Meadow staff member to the fact they are going to change the child and must report to the same person after completing the intimate care, reporting immediately any occurrences such as using different toilets than planned due to cleaning and the child being more distressed than usual.

When carrying out procedures, the school will provide staff with items to use including protective gloves, cleaning supplies, changing mats and bins.

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, underwear and/or a spare set of clothing.

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

5.2 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 the Headteacher or DSL as part of self-reporting and low-level concerns.

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.

6. Monitoring arrangements

This policy will be reviewed by The Headteacher or a designated member of the Senior Leadership Team every two years, or after an incident or as changes to the building or school context occur. At every review, the policy will be approved by the governing board.

Whilst there are no requirements about how we approve this policy, or how often we review it, it should be revisited twice a year to ensure everyone's safety needs are met.

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

This list is not exhaustive as many policies will co-relate.

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? Being sung too? Playing with a fiddle toy etc – what makes the child feel comfortable and relaxed?	
Child to write their name if age appropriate	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Name of child	
Date of birth	
Name of parent/carer	
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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<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).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, 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>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

