



**The Park Federation Academy Trust  
Western House Academy**

**Intimate Care Policy**

## Approval

Policy written by	William Overton Director of Early Years
Signed by Principal	Mrs Coral Snowden 
Date of approval	01.09.2025
Date of review	01.09.2027

### Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right-hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

### **Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- DfE (2025) 'Early Years Foundation Stage Statutory Framework: For group and school-based providers'
- DfE (2025) 'Keeping children safe in education 2025'
- DfE (2023) 'Working Together to Safeguard Children'

## Contents

### Contents

1	<b>Aims</b>	4
2	<b>Role of Parents/Carers</b> <i>2.1 Seeking parental permission</i> <i>2.2 Creating an intimate care plan</i> <i>2.3 Sharing information</i>	4
3	<b>Role of Staff</b> <i>3.1 Which staff will be responsible</i> <i>3.2 How staff will be trained</i>	5
4	<b>Intimate Care Procedures</b> <i>4.1 How procedures will happen</i> <i>4.2 How will they be recorded</i>	6
Appendix 1	<b>Template Intimate Care Plan</b>	8
Appendix 2	<b>Intimate Care Consent Form</b>	9
Appendix 3	<b>Intimate Care Change Record</b>	10

## **Section 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.

## **Section 2: Role of Parents/Carers**

### **2.1 Seeking Parental Permission**

All parents/carers will be asked to sign an intimate care consent form (see appendix 2) before their child joins our setting. This is to ensure the school and staff have permission for the occasional intimate care (e.g. for toileting or toileting accidents) the children may need.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 2.2 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. This may include a phone call. There may be some occasions when we ask parents to arrive at the setting to assist with staff, depending on the situation.

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, cared for and safe and the school will inform parents/carers promptly afterwards.

### **2.2 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.

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

## **2.3 Creating an Intimate Care Plan**

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.

## **Section 3: Role of Staff**

### **3.1 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.

Any member of staff who is DBS checked has a responsibility to change a child's nappy should it be soiled. Children should be changed at lunchtime, at home time and at any other time during the day should it be necessary. The staff will keep a log of who is changed, where, when and who by on the school changing record.

### **3.2 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.

## **Section 4: Intimate Care Procedures**

### **4.1 How procedures will happen**

Children who are not yet fully toilet trained will require their nappies or pull-ups to be regularly checked and changed. This is to take place on arrival at the setting, in the morning, lunch time, the afternoon and before home time.

Nappies or soiled clothing should be changed in cubicles in classroom toilets or in the nursery toilets changing area. For older children the disabled toilets can be used to allow more privacy. If necessary, the child should lay on a changing mat or bed and not on the floor. Privacy and dignity should be maintained at all times. No other children should be able to see the intimate care taking place. The welfare room will also be used with the support of the welfare officer.

Parents should provide nappies, nappy sacks, wipes and spare clothing for children who may require it throughout the school day.

Soiled nappies should be double wrapped and placed in the hygienic disposal unit or bin with a yellow bag.

Full PPE will be worn by staff. This includes aprons, gloves and mask. The changing area should be cleaned after use. Hot water and soap should be available to wash hands after the task has been completed. Paper towels should be available for drying hands.

If a child is unduly distressed about having their nappy changed, parents should be contacted to discuss the matter. A plan should be put into place for individual children, which can include a social story.

If staff notice injuries or marks on a child during intimate care, they should follow the procedure as outlined in the child protection policy and inform somebody from the safeguarding team.

Two members of staff will be needed to perform intimate care. One should be the assistance whilst the other should take the role of an observer, unless further adult help is required.

Children should be encouraged to help themselves as much as possible.

### **4.1 How will they be recorded**

Staff will need to complete the intimate care change record (see appendix 3) sheet after performing intimate care on a child. The following will need to be recorded:

- Name of child
- Date
- Time
- Why? (Soiled, wet, or dry)

- Any additional notes
- Main changer
- Witness

These records should be kept and secured in a locked area.

## 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:



**Intimate Care Agreement**

**Name of child:**

- I give permission to Western House Academy staff to support my child with personal care. This may involve supervision of a child changing or cleaning themselves.
- Where possible the staff members will guide the child to manage their personal care independently.
- If my child needs to be changed then I understand that the member of staff will be wearing full PPE.
- I will provide my child with changes of clothes and wipes which will be kept in their bag.
- I will support the school to help my child develop independence skills.
- I have detailed, below, any specific information regarding my child's intimate care:

Additional Information:

Signed: \_\_\_\_\_ Parent/Carer      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Staff member)      Date: \_\_\_\_\_

