Mesne Lea Primary School
Working together for individual excellence

Intimate Care Policy

Reviewed By: Lucy Stott
Date of Issue: April 2026
Next Review Date: April 2027

Definition of Intimate Care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as supporting children after they have soiled themselves/changing nappies etc). In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person who has been suitably trained should undertake the procedure.

What are we aiming for?

- We aim to create an inclusive learning environment for all children in our care
- We aim to overcome all potential barriers to learning
- We aim to ensure that every child will be treated with dignity and respect
- We aim to support children in achieving the highest level of autonomy relative to their age and abilities

How will we do this?

- The management of all children with intimate care needs are carefully planned. The child's welfare and dignity is of paramount importance and they will be treated with respect at all times.
- Staff who provide specific intimate care are trained to do so and are fully aware of best practice. This includes safeguarding/child protection training.
- Suitable equipment and facilities will be provided to assist children who need specific arrangements as a result of assessment from other professionals.
- Staff will be supported to adapt their best practice in relation to the needs of the individual child.
- Specific intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's health care plan.
- The needs and wishes of children and parents will be taken into account wherever possible.

Child Protection

If when providing intimate care for a child a member of staff has any concerns about physical changes in the child's presentation/appearance e.g. marks, bruises etc they will immediately report any such concerns to the designated Child Protection person in school.

Children Wearing Nappies

Parents/carers will be provided with the appropriate information regarding policy and procedure in school regarding the changing of nappies. Such information includes a simple agreement form for parents/carers to sign and an agreed personal care plan as outlined in Appendix 1.

Children who are toilet-trained but having regular accidents

Parents/carers will be provided with the appropriate information regarding policy and procedure in school regarding how we support children who have had a toileting accident in school. Such information includes a simple agreement form for parents/carers to sign and an agreed personal care plan as outlined in Appendix 2

Staff Ratios when Changing Children

Each child's right to privacy and dignity will be respected. When a member of staff is changing a child or providing intimate care they will inform the class teacher and phase leader discretely. Another member of staff will also be present and a record will be kept. (See Appendix 2).

Record Keeping

A written record will be kept in the agreed format. These records will be available to parents/carers on request. Parents and carers will be notified if a child has soiled or wet themselves and needed to be changed.

Appendix 1

Personal Care Plan For Children Wearing Nappies/Pull Ups in School

Child's Name	
D.O.B.	
Date Of Plan	
Completed by	
Review Date	

Who will change your child?
(Please amend as necessary)

- *A member of the (EYFS/KS1/KS2) staff will change your child in the presence of another adult*
- *Children will be encouraged to tell an adult if they have had an accident where appropriate.*
- *This will not be the case for children who have a specific medical condition and who are not aware that they have had an accident*

How will your child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor or a changing bench
(Please amend as necessary)

- *Standing if able in the Hygiene Room*
- *On the changing bench in the Hygiene Room if appropriate*
- *In classroom toilets if appropriate*
- *The dignity of your child will be preserved at all times*

Who will provide the resources? e.g. wipes, nappies, nappy sacks, disposable gloves
(Please amend as necessary)

- *If soiling is daily and persistent parents will be asked to provide a supply of nappies, wipes and underwear*
- *School will keep a supply of wipes etc for those children who have occasional accidents*

How will soiled clothes be dealt with?
(Please amend as necessary)

- *If underwear is badly soiled it should placed in a nappy sack and then in to the delegated bin in the hygiene room.*
- *All used wipes will be discarded in the delegated bin in the Hygiene Room*
- *If underwear is lightly soiled then it should be placed in a nappy sack in the child's bag*
- *Soiled underwear should not be placed on a child's peg or in view of other children*

How will the child be encouraged to participate in this procedure?
(Please amend as necessary)

- *Children will be asked to try to help in the process of cleaning themselves by wiping themselves, or holding the nappy sack if appropriate in order to help them develop their independence and manage their own personal hygiene*
- *If they are unable to do so then the adult will carry out the process*

This plan has discussed with me and I agree to provide the resources indicated above and will encourage my child to participate in agreed toileting procedures at home as discussed and where appropriate.

Signature of Parent/Carer: _____ **Date:** _____

Appendix 2

Personal Care Plan For Children Having Regular Toileting Accidents in School

Child's Name	
D.O.B.	
Date Of Plan	
Completed by	
Review Date	

Who will support/change your child?
(Please amend as necessary)

- *A member of the (EYFS/KS1/KS2) staff will change your child in the presence of another adult*
- *Children will be encouraged to tell an adult if they have had an accident where appropriate.*
- *This will not be the case for children who have a specific medical condition and who are not aware that they have had an accident*

How will your child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor or a changing bench
(Please amend as necessary)

- *Standing if able in the Hygiene Room*
- *On the changing bench in the Hygiene Room if appropriate*
- *In classroom toilets if appropriate*
- *The dignity of your child will be preserved at all times*

Who will provide the resources? e.g. wipes, nappies, nappy sacks, disposable gloves, spare clothes
(Please amend as necessary)

- *If soiling is daily and persistent parents will be asked to provide a supply of nappies, wipes and underwear*
- *School will keep a supply of wipes etc for those children who have occasional accidents*

How will soiled clothes be dealt with?
(Please amend as necessary)

- *If underwear is badly soiled it should placed in a nappy sack and then in to the delegated bin in the hygiene room.*
- *All used wipes will be discarded in the delegated bin in the Hygiene Room*
- *If underwear is lightly soiled then it should be placed in a nappy sack in the child's bag*
- *Soiled underwear should not be placed on a child's peg or in view of other children*

How will the child be encouraged to participate in this procedure?
(Please amend as necessary)

- *Children will be asked to try to help in the process of cleaning themselves by wiping themselves, or holding the nappy sack if appropriate in order to help them develop their independence and manage their own personal hygiene*
- *If they are unable to do so then the adult will carry out the process*

This plan has discussed with me and I agree to provide the resources indicated above and will encourage my child to participate in agreed toileting procedures at home as discussed and where appropriate.

Signature of Parent/Carer: _____ **Date:** _____

Appendix 3

Record Of Intimate Care Intervention

Child's Name: _____

Year Group:_____

Date	Time	Procedure	Staff Signature	Second Signature	Additional Comments