Hart Primary School

Intimate Care Policy

Prepared by: Headteacher
Approved: NLLT Board and Local Governing Body
Signature Chair Local Governing Body:
Date of Renewal: Autumn 2029

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring.

In the Church schools in our Trust, we follow the teachings of

Matthew 22:39 ‘Love your neighbour as yourself’

John 15:17 ‘This is my commandment: love each other’.

In the non-Church schools in our Trust, we follow the spiritual ethos of treating others as we would ask to be treated and to care for others with kindness.

In our schools we believe every pupil is an individual who is valued for who they are. We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks, including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team.

Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

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Statement of intent

Hart Primary School takes the health and wellbeing of its pupils very seriously. As described in Northern Lights Learning Trust Supporting Pupils with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care and respect when intimate care is given, and no pupil will be left feeling embarrassed.

1. Legal framework

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

- DfE (2026) 'Keeping children safe in education'
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

1.2. This policy will be implemented in conjunction with the Northern Lights Learning Trust and school's:

- Supporting Pupils with Medical Conditions Policy
- Child Protection Policy
- Whistleblowing Policy
- Administering Medications Policy
- EYFS Policy

2. Definitions

2.1. For the purpose of this policy, intimate care is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding

- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

2.2. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

2.3. Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

2.4. Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. Health and safety

3.1. Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

3.2. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

3.3. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

3.4. Where one pupil requires intimate care/toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

3.5. The changing area or toilet will be left clean.

3.6. Hot water and soap are available to wash hands.

3.7. Paper towels are available to dry hands.

4. Staff and facilities

4.1. Staff members who provide intimate care are trained to do so (via National College), and are fully aware of best practice. Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags

- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

4.2. Hart Primary School has two extended disabled toilet facilities with a washbasin.

4.3. Where possible, mobile pupils will be changed while standing up.

4.4. Pupils who are not mobile will be changed on a changing mat on the floor.

4.5. Staff will be supported to adapt their practice in relation to the needs of individual pupils, considering developmental changes such as the onset of puberty or menstruation.

5. School responsibilities

5.1. Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.

5.2. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.

5.3. In liaison with the pupil and parents/carers, an individual intimate care plan (See Appendix 1) will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

5.4. Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.

5.5. The privacy and dignity of any pupil who requires intimate care will be respected at all times.

5.6. A qualified member of staff will change the pupil or assist them in changing themselves if they become wet, or soil themselves.

5.7 During intimate care routines, one practitioner will undertake the changing procedure while a second adult is nearby and within sight or hearing range, ensuring appropriate safeguarding, supervision, and support as needed.

5.8. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents/carers.

5.9 Members of staff will react to accidents in a calm and sympathetic manner.

5.10. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a daily intimate care log. A phone call must be made to the parent/carer to inform of the changing unless stated differently on an Intimate Care Plan/ Care Coordination Plan. (Appendix 2)

5.11 Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day and will be changed by a designated member of staff.

5.12. A minimum number of changes will be agreed.

5.13. The family's cultural practices will always be considered for cases of intimate care.

5.14. Parents/carers will be contacted if the pupil refuses to be changed or becomes distressed during the process.

5.15. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

6. Parental responsibilities

6.1. Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

6.2. Parents/carers will provide spare nappies, incontinence pads, medical bags, menstrual products, wet wipes and a change of clothing in case of accidents.

6.3. A copy of this policy will be available to parents/carers to ensure that they understand the policies and procedures surrounding intimate care.

6.4. Parents/carers will inform the school should their child have any marks/rashes.

6.5. Parents/carers will complete an Individual Intimate Care Plan (See Appendix 1) and will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

7. Safeguarding

7.1. Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

7.2. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.

7.3. Individual intimate care plans may be drawn up for pupils as appropriate to suit the circumstances of the pupil. (See Appendix 1)

7.4. Each pupil's right to privacy will be respected. During intimate care routines, one practitioner will undertake the changing procedure while a second adult is nearby and within sight or hearing range, ensuring appropriate safeguarding, supervision, and support as needed. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care.

7.5. If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead immediately.

8. Swimming

8.1. Pupils in KS2 regularly participate in swimming lessons at High Tunstall School. Pupils' privacy will be respected but pupils will be supervised during changing.

8.2. Special consideration will be taken to ensure that cases of bullying or teasing do not occur.

8.3. Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

9. Offsite visits

9.1. Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

9.2. Staff will apply all the procedures described in this policy during residential and off-site visits.

9.3. Consent from a parent/carer will be obtained and recorded prior to any offsite visit.

Appendix 1: Individual Intimate Care Plan

Hart Primary School – Individual Intimate Care Plan				
Name of child				
Date of Birth				
Name of parent/carer				
Relationship to child				
Address				
Type of intimate care needed (Please tick and give details)	Toileting Support ☐	Changing Soiled Clothes/Underwear ☐	Changing nappies/pull ups/incontinence pads ☐	
	Support with washing/cleaning intimate areas ☐	Medical Care involving Intimate Areas (e,g, stoma, catheter) ☐	Menstrual Care ☐	Other Intimate Care Needs ☐
How often will care be given				
Where care will take place				
How will procedures differ if taking place on a trip or outing				
What training, if necessary, will staff be given				

I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	Yes ☐	No ☐
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)	Yes ☐	No ☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	Yes ☐	No ☐
I will provide spare nappies, incontinence pads, medical bags, menstrual products, wet wipes and a change of clothing in case of accidents. (Delete as appropriate)	Yes ☐	No ☐

Parent Signature	**Name of Staff Member Completing Form**	**Date**

Appendix 2: Daily Intimate Care Log

Hart Primary School – Daily Intimate Care Log																				
Name of Child											**Year Group**									
Date	**Type of Intimate Care**							**Initials of Practitioner**	**2nd Adult?**		**Marks or injuries observed?**			**Hygiene & Infection Control**			**Parental Communication**				**Practitioner Signature**
	Toilet Support	**Changing Soiled Clothes/Underwear**	**Changing nappies, pull ups/pads**	**Support with cleaning of intimate area**	**Medical Care involving Intimate Areas**	**Menstrual Care**	**Other**		**Present**	**In vicinity**	**No**	**Yes**		**PPA Worn?**	**Area Cleaned After Care?**	**Waste Disposed of Correctly?**	**No**	**Verbal**	**Phone**	**Written**	
												DSL Informed?	**Logged on CPOMs?**								