



Elmsleigh
INFANT & NURSERY SCHOOL

Grow to be the best we can be

Intimate Care Policy

Written: June 2025

To be Reviewed: June 2027

Written by: Mrs Laura Mansfield (SENCO/Assistant Headteacher)

Ratified: Mrs Nicola Price (Headteacher) April 2027



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 children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children 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 which 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. It also complies with our funding agreement and articles of association through The Esteem MAT

3. Role of parents

3.1 Seeking parental permission

All children will need some sort of intimate care during their time at school. This may be more regular. E.g. for assistance in personal care where pupils are more complex or for circumstances such as toileting accidents and sickness. Therefore, on entry all parents will be asked to sign a consent form for this on admission to the school. (See Appendix 2)

For children whose personal care needs are more complex, regular communication will be needed between the parent/carer and the class teacher or support staff member (as designated by the class teacher) to ensure that the procedures around changing and toileting a child remain up to date, are relevant and progressive. This will ensure that wherever possible, there is a strive for all children to be as independent as possible for their personal care and life skills.

If any parent/carer wishes their child to have a Personal Intimate Care Plan, this can be arranged in conjunction with the class Teacher, SENCO and advice from the NHS Nurse (if available). This will only be offered at the request of the parent/carer and reviewed on an annual basis.

3.3 Sharing information

Elmsleigh Infant and Nursery School will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed. If a member of staff has carried out an intimate care procedure which is unusual, parents/carers will be informed.

4. Role of staff

4.1 Which staff will be responsible

Every member of school staff has at least a Level 1 Safeguarding qualification, because of this and all hold an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history. This means any person may carry out intimate care as required. That said, this level of care will usually be (unless in the case of an emergency) carried out by a member of staff known to the young person. Volunteers and students (those staff who are not paid employees) will not be permitted to carry out intimate care but may be asked to support with some elements of personal care such as handwashing and putting on shoes. This mainly includes ancillaries, teaching assistants and dinner supervisors, but could also be teachers, members of the leadership team or even office staff if an intimate care procedure urgently needs to be carried out. As a school we have a duty of care to ensure that all pupils are comfortable and kept safe.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake as appropriate to the child by a more experienced member of staff.
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is 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 is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, however at times, some of our pupils are unable to do this for a variety of reasons.

Therefore at Elmsleigh Infant and Nursery School we ensure:

- That all personal care needs are carefully considered and support the parent/carers wishes and instructions.
- Where specialist equipment is used, staff will have appropriate training for other experienced staff alongside guidance from Manual Handling trainers, NHS Nurses, Physiotherapists and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Prescribed creams and non-prescribed creams for soreness can be applied in intimate areas by staff, as long as a medication record consent form has been completed and signed by a parent/carer/persons with parental responsibility (PR)
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation. Members of staff who are the opposite sex to the pupils are able to assist with personal care, as long as all parties (pupil and member of staff) feels comfortable with this.
- Procedures will be carried out in the toileting area attached to each classroom, block of classrooms or the swimming areas are according to the school's risk assessment, wherever possible.
- When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies, changing mats, if appropriate for the age of the child, and bins.
- For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, swimming nappies, underwear and/or a spare set of clothing.
- Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents 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 Health and Safety Officer and a member of the leadership team. If a child makes an allegation against a member of staff, the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by the Assistant Headteacher bi-annually. At every review, the policy will be approved by the Headteacher Nicola Price and shared with the Governing Body.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Safeguarding Policy
- Health and Safety Policy
- First Aid (including supporting pupils with medical conditions) Policy

Appendix 1

Parental Consent Form

Administration of medication

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy supporting staff to safely administer medicine.

Date for review to be initiated by
This should be annual or when medical needs change

--

Name of school

Elmsleigh Infant & Nursery School

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

Medicine

Name/type of medicine
(as described on the container)
Route/method of administration

--

Expiry date

--

Dosage and method

--

Time of Dose to be Administered (e.g 12:00pm)

--

Time of Last Dose (e.g 12:00pm)

--

Special precautions/other instructions

--

Are there any side effects that the school/setting needs to know about?

--

Procedures to take in an emergency

--

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to the following members of staff

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that the school holds for my child.

Signature(s) _____ Date _____

Appendix 2

Elmsleigh Infant & Nursery School

Intimate Care Consents

Sun Protection - To help us protect your child's health and well-being, please ensure your child brings to school a labelled sun hat, water bottle and sun cream to school when it is warm. I give permission for school staff to re-apply sun cream as necessary whilst at school.

I give consent I do NOT give consent

Personal Care - I give permission for the staff to handle, toilet, wash and dress my child, as appropriate, as part of the personal and social care of my child.

I give consent I do NOT give consent

Personal Care (including the administration of prescribed and non-prescribed creams) -- To help us protect your child's health, they may, at times, need prescribed and non-prescribed creams to be applied in intimate areas by staff. This cream needs providing by parents, be in date and be labelled. I give permission for school staff to re-apply cream as necessary whilst at school.

I give consent I do NOT give consent

Consent

Parent / Carer First Name

Parent / Carer Last Name

Signature

[Clear](#)

Date Picker

Appendix 3

Intimate Care Plan			
Name of Child		Date of Birth	
<p>Main Area of Need (refer to any toileting plans, dressing or medical needs). This plan must be discussed with the child you have parental responsibility for, wherever possible.</p>			
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<p>This plan was written and agreed by (Name of Parent/carer and signed on behalf of their child).</p>			
<p>This plan was agreed by (Name/role of staff member)</p>			
<p>Date</p>			

