



Barley Fields Primary School

Intimate Care Policy and Practice

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Prepared by:	Head Teacher
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Introduction

This policy sets out the principles and procedures that underpin intimate care provision at Barley Fields Primary School. Intimate care is defined as any personal care that most people usually carry out for themselves, but which some children may require support with. This includes assistance with toileting, washing, dressing, menstrual care, or medical procedures.

We are committed to safeguarding the dignity, rights and well-being of all children while ensuring equality of access to education and participation in school life.

Legislation

This policy reflects our duty under the following legislation and statutory guidance:

- **Equality Act 2010** – prohibits discrimination, harassment or victimisation because of protected characteristics (including disability, gender, and religion or belief). Schools must make reasonable adjustments to prevent children with disabilities being placed at a substantial disadvantage.
- **Children and Families Act 2014** – requires schools to plan to support children with medical conditions and SEND.
- **SEND Code of Practice (2015)** – emphasises that children with SEN should be supported to access education and activities alongside their peers.
- **Keeping Children Safe in Education (KCSIE)** – requires staff to always safeguard and promote the welfare of children.
- **United Nations Convention on the Rights of the Child (UNCRC)** – particularly Article 3 (best interests of the child) and Article 23 (rights of children with disabilities).

Principles

- **Dignity and Respect:** Children will always be treated with sensitivity and respect.
- **Equality of Access:** No child will be excluded from activities or disadvantaged because of their intimate care needs.
- **Safeguarding:** Child protection and safeguarding considerations will always be paramount.
- **Partnership with Parents/Carers:** Intimate care will be undertaken in consultation with parents and, where appropriate, health professionals.
- **Individualised Approach:** Plans will be tailored to each child's needs, considering their age, gender and cultural background.

Facilities

Current Department of Education recommendations for purpose-built Early Years units include an area for changing and showering children to meet and support the development needs of young children. Our school does not fall within this category but a suitable place for changing children, which provides the necessary resources, is provided.

There is the provision of a disabled toilet in the school entrance area with access to a changing mat and washbasin to facilitate changing. In addition, there is also access to showering facilities in the staff toilet area. In nursery, there is a roller blind to screen off the toilet area when a child requires changing or assistance in private.

It is recommended that:

- Where possible, children or young people are changed standing up.
- Less mobile children or young people, or children in the Early Years, may prefer to be changed on a suitable changing mat on the floor whilst still ensuring the dignity of the child.
- Dispose of nappies observing the appropriate procedures.

Procedures for Intimate Care

- Under normal circumstances, this will be conducted by TAs and not by teachers – although, in extreme urgent cases, no adult looking after a child should refuse to change them.
- Staff undertaking intimate care must be **suitably trained** and familiar with the child's individual care plan (where applicable).

- **Changing can be completed by one adult generally but two adults** will be available if a child requires significant physical assistance.
- Facilities used will respect privacy, ideally in designated accessible toilets.
- Protective equipment (e.g., gloves, aprons) must be used to maintain hygiene and health standards.
- Any concerns about marks, injuries, or unusual behaviour noticed during intimate care will be reported immediately to the Designated Safeguarding Lead (DSL).

Procedure for Personal Care

The following guidelines should be followed by staff when changing a child. Parents will be made aware of the policy and procedures staff will follow should their child need changing during school time.

This includes:

- Staff wearing disposable gloves and aprons when supporting intimate care needs.
- Double wrapping soiled underwear and placing in a nappy sack
- Cleaning the changing area after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Warm air dryers or paper towels are available for drying hands.
- The location of changing will be determined by the severity of the incident. The disabled toilet in the entrance area has changing facilities and resources but likewise minor incidents may be managed with supervision in the key stage toilet area.
- Children should be encouraged as far as possible to manage their own personal hygiene (with supervision).
- When changing a child, only disposable baby wipes and toilet tissue may be used – no other creams or cleansing agents.
- If a child is using a nappy, this should be put in a nappy sack and disposed of in the sealed nappy bins located in the disabled toilet and in nursery. These should be removed to the exterior nappy bin located in the kitchen yard.
- Antibacterial soap is available in the disabled toilet.
- If a child is distressed, parents will be called immediately.
- Staff will keep records of intimate care support.

Safeguarding and Welfare Requirements

All staff working in schools with responsibility for conducting intimate/personal care procedures have appropriate levels of vetting checks necessary for their role (Regulated activity DBS). There is no legal requirement that a second member of staff must be available to supervise the intimate care process. Only contracted members of staff (not students or volunteers) may support a child with changing or hygiene.

Support for Parents

If there are a considerable number of young children arriving at school who have not yet developed their intimate/personal care skills, staff will signpost parents to additional support through Early Help or through the Heath team.

Partnership Working

School will make additional arrangements for children in exceptional circumstances (e.g. complex continence needs or delayed development). In such circumstances, the appropriate health care professionals will be closely involved in forward planning and advising staff.

Roles and responsibilities

Parents:

- Agree to ensure that the child is changed at the latest possible time before being brought to nursery/school.
- Provide nursery/school with spare nappies, disposable wipes, nappy sacks and a change of clothing.
- Understand and agree to the procedures that will be followed when their child is changed at school.

- Agree to inform the nursery/school should the child have any marks/rash.
- Agree to review arrangements should this be necessary.

Staff:

- Agree that the child will be changed once each morning and once each afternoon during their time in school.
- Agree to change the child during a session should the child soil themselves or become uncomfortably wet.
- Agree to monitor the number of times the child is changed in order to identify progress made.
- Agree to report should the child be distressed or if marks/rashes are seen.
- Agree to review arrangements should this be necessary.

Personal Care Needs in KS1 and KS2

If children are entering these key stages with intimate/personal care needs, which have not been identified, parents are advised to consult with specialist medical professionals for support.

The school should:

- Have a signed personal care plan in place for any child requiring intimate care.
- Adhere to the intimate and personal care policy.
- Make other staff aware of when changing is taking place.
- Always explain to the child what is happening before a care procedure begins.
- Consult with colleagues where any variation from agreed procedure/care plan is necessary.
- Record the justification for any variations to the agreed procedure/care plan and share this information with the child and their parents/carers.
- Avoid any visually intrusive behavior.
- Always consider the supervision needs of the child and only remain in the room where their need requires this.

This means that adults should not:

- Change a child in the presence or sight of other children.
- Shower with children.
- Assist with intimate or personal care tasks which the child is able to undertake independently.

Equality Considerations

- Adjustments will be made to ensure that children with disabilities or additional needs are supported in line with the **Equality Act 2010** duty to make reasonable adjustments.
- Staff will ensure sensitivity to cultural and religious values (e.g. gender of staff member providing care where possible).
- No child will be treated less favourably or denied full participation in school life due to their intimate care needs.

Personal Care Plan



Child's Name: _____

This document has been agreed to provide the necessary care arrangements for the admission and care of your child in our Nursery and School.

School staff will:

- Familiarise your child with a toileting routine and remind them to use toilet facilities.
- Treat your child with respect at all times.
- Encourage hand hygiene procedures.
- Provide a DBS approved teaching assistant to assist with toileting.
- Consult with parents regarding progress in personal care.
- Inform parents of any marks/ bruises observed whilst changing.

Parents will:

- Provide all the necessary nappies/pull-ups as required.
- Provide disposable wipes for the changing of nappies/pull-ups.
- Provide nappy sacks for the disposal of all changing materials.
- Inform staff of any marks/bruises.
- Consult with staff regarding progress at home.

Agreed and signed on behalf of the school:

_____ Date:

Agreed and signed by parents:

_____ Date: