Sacred Heart Catholic Primary School
Intimate Care Policy

Dated: September 2026
To be reviewed: September 2027
Signed…….Executive Headteacher
Signed…….Chair of Governors

Intimate care is any assistance that involves touching a child while carrying out a procedure that the child cannot manage themselves. This may involve help with eating, drinking, dressing and matters of personal hygiene such as washing and toileting. In some circumstances more intimate assistance may be needed for children with medical or physical disabilities.

This policy aims to:

- Safeguard the dignity, rights and well-being of children
- Provide guidance, support and protection to staff
- Reassure parents that their children are cared for and protected

The school is committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring.

An intimate care plan is drawn up for each child requiring such assistance and is carefully planned and agreed in consultation with parents and child. Provision is monitored and regularly reviewed to ensure that policy and procedure isadhered to, and that children and staff remain comfortable with the school's arrangements.

No child is excluded from Sacred Heart for the reason of not yet being toilet trained or for still wearing nappies. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time.

Staff are expected to change a child when necessary, and work with the parents when drawing up a child's intimate care plan. The school promotes inclusion and staff are bound by the Equalities Act 2010.

Managing nappies:
There is also a stock of baby wipes, plastic nappy bags and disposable protective gloves and aprons for staff to use. If a child soils him/herself during school time, one member of staff (teacher, teaching assistant, practitioner, lunchtime supervisor) will help the child while another member of staff is on hand as per Safeguarding protocol:

• Remove their soiled clothes

• Clean skin (this usually includes bottom, genitalia, legs and feet)

• Dress in the child's own clothes or those provided by the school

• Soiled nappies should be wrapped in a plastic bag or nappy bag before disposal in the general school waste.

Wipe changing mats with soapy water or a baby wipe after each use. Mats should be cleaned thoroughly with hot soapy water if visibly soiled and at the end of each day. Check weekly for tears and discard if the cover is damaged.

We strive to make nappy changing times positive and comfortable for staff and the child. This is a very personal time, which should be carried out with sensitivity.

Parents/carers are consulted in relation to nappies and wipes that will be used at changing time. The nappies, nappy bags and wipes used with a child will be provided by the parent/carer. They will be clearly labelled and not shared with other children.

Gloves must be used at every nappy change.

Children's hands and staff's hands are cleaned thoroughly after the nappy has been changed.

Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have enhanced DBS. Students should only do so under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures. If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

Disabilities

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Role of parents/carers

Parents/carers should give permission for intimate care as children enter school from Early Years to Year 6, completing an Intimate Care Plan – **Appendix 1**. All staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (including children with SEND), parents are expected to provide a complete set of spare clothes, baby-wipes and or nappies, pullups etc. Incidents of intimate care are logged utilising **Appendix 2**.

Confidentiality:
Information regarding agreed procedures must be treated confidentially and should not be disclosed or discussed with any adults other than those with responsibility for the child's personal care.

Care should be provided at agreed times, at the child's request or in response to an agreed signal. Staff should make themselves familiar with the child's manner of communication, whether verbal, sign, eye contact or behavioural change. Appropriate terminology should be clarified between the child, parents and the person delivering the intimate care.

This policy was agreed and ratified by the Local Governing Body at their meeting 29th September 2026.

Appendix 1 Intimate Care Plan Template

Photo here	

Author	
Date	
Review Date	

Child's name & Class	
DOB	
Any medical diagnosis or condition/SEND need or additional info	
Adults Responsible for Intimate Care	All staff as required. Last training for staff held: xxxx

Nature of Intimate Care

How and what will be carried out

PROCEDURE

Signed by SLT	**Date:**

Signed by key practitioner e.g. class teacher:	**Date:**
Signed by parent:	**Date:**
Signed by parent:	**Date:**

Appendix 2 Intimate Care Log

School:				
Intimate care log for:				
Date	Time	Signature 1	Signature 2	End of the Day Parent Notification (please sign)