



Brabin's Endowed Primary School

INTIMATE CARE POLICY – September 2026

Brabin's Endowed Primary School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff (Teachers, Teaching Assistants, Welfare Staff – all DBS checked) responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

- 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, but which some are unable to do. It also includes supervision of children involved in intimate self care.
- 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. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.
- 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.
- We recognise that there is a need for children and young people to be treated with respect when intimate care is given.
- No child shall be attended to in a way that causes distress, embarrassment or pain.
- Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some children will have accidents, and some may have special or individual needs (including developmental changes), and need to be attended to.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support any training programme requested by a child's GP and/or the school doctor or parent.

Permission for staff to assist children with intimate care is sought as children enter school and slips are kept on record. All staff are informed of those children where no permission is given. If consent is not given for a child to be changed, the school reserves the right to contact parents to collect their child.

Where a child has continuing incontinence problems, parents are expected to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes. Where a child is repeatedly soiling itself within a school day, the school reserves the right to call parents to take the child home.

Best Practice

Our School Procedure

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant or refuses assistance, the parent/carer will be contacted immediately. Our intention is that the child will never be left in soiled clothing. As soon as a member of staff is aware of the situation, she/he will clean the child.

Careful consideration will be given to each child's situation to determine how many staff might need to be present when a child needs help with intimate care. Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level. It is not always practical for two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. Staff will always inform another adult when they are going to assist a child with intimate care.

Staff have access to a bathroom area in the Foundation Stage with a toilet and hand basin with access to warm water. A stock of baby wipes, plastic bags and disposable protective gloves are available. If a child soils him/herself during school time, staff will help the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

Staff who provide intimate care at Brabin's Endowed Primary School are trained to do so including in child protection and health and safety training and are fully aware of best practice.

Consultation with each child who needs help with intimate care will take place in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences.

Children who require regular assistance with intimate care have written Individual Care Plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.

Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg: has had an 'accident' and soiled him/herself). Information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter.

Wherever possible the same child will not be cared for by the same adult on a regular basis. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different staff. This will be monitored on Record of Intimate Care form in school.

Wherever possible staff should care for a child of the same gender. However, in some circumstances this principle may need to be waived; for example, female staff supporting boys in a primary school as no male staff are available. Male members of staff should not normally provide routine intimate care (such as toileting, changing or bathing) for girls. This is safe working practice to protect children and to protect staff from allegations of abuse.

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the staff. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Child Protection

- The Governors and staff of Brabin's Endowed Primary School recognise that disabled children are particularly vulnerable to all forms of abuse.
- Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Intimate Care Log

All staff undertaking such care should read and adhere to the following statements:

- Maintain the dignity of the individual child.
- Be sensitive to their needs and preferences.
- Maximise safety and comfort.
- Protect against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able and protect the rights of everyone involved.

Intimate Care Management Plan

Child's Name:.....Class/ Year Grp:.....

Name of Support Staff Involved:.....

Date:..... Review Date:.....

Area of Need	
Equipment required/by whom	
Location of suitable toilet facilities	
Support Required	Frequency of support

Working towards independence

School will	Parents will	Child will try to	Target achieved (date)

Signed:.....Parents/ Carers

Signed:.....Member of Staff

Record of Intimate Care Intervention

[illegible]

Record of Intimate Care Intervention

Child's Name:.....Class/ Year Grp:.....

Name of Support Staff Involved:.....

Date of Management Plan:.....

[illegible]

Intimate Care Record

Name..... Class

Staff

Details:

Signed:
.....

Intimate Care Record

Name..... Class

Staff

Details:

Signed:
.....

Intimate Care Record

Name..... Class

Staff

Details:

Signed:
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