



Intimate Care policy

Date: December 2025

Next Review Date: September 2027

Introduction

Corsham Regis Primary Academy is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Corsham Regis Local Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 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.

Definition:

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

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Two staff members must be present at all times.
- Staff who provide intimate care will be trained to do so and will be fully aware of best practice.
- When a child requires Intimate Care, the child will be taken for changing at the earliest convenience and safest opportunity.

- There will be 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by two adults unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child needs help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential.

Record Keeping:

A written record must be completed immediately following each intimate care incident. This record must include:

- Child's Name
- Date & Time
- Initials & Signature of Adult changing child
- Initials of Adult supervising change
- Reason for change

Child Protection:

The Governors and staff of Corsham Regis Primary Academy 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 Safeguarding Lead, Mrs Abby Symons, or one of the Deputy Designated Safeguarding Leads, Mrs Sarah Harris or Mrs Lauren Randall.

Appendix (Letter to Reception Parents)

CORSHAM REGIS PRIMARY ACADEMY

Dear Parents/Carers

INTIMATE CARE

Corsham Regis Primary Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given.

No child should be attended to in a way that causes distress, embarrassment or pain.

Intimate care is any care which involves washing, touching or carrying out a procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care.

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. All staff are knowledgeable about intimate care and individual needs are taken into account.

Staff who provide intimate care are trained to do so (including Child Protection and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

The child will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans may be drawn up for specific children as appropriate. Each child's right to privacy will be respected.

Corsham Regis Primary Academy values the partnership with parents and carers and values their information in relation to children needing intimate care. All parents/carers of children admitted to school will be required to complete an agreement form on admittance to the school. This agreement gives permission to provide intimate care as required.

We would like parents to sign the agreement which gives permission for the school to provide intimate care as necessary.

Please return the permission slip to your child's class teacher.

Yours sincerely

Mrs Abby Symons
Headteacher

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's Last Name

Child's First Name

Male/Female

Date of Birth

Parent/Carers name

Address

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the school of any medical complaint my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to Child.....

Date.....