



Wycliffe Church of England Primary School

Intimate Care Policy



Ratified by the governing body: December 2025
To be reviewed: December 2026

Vision Statement

We nurture an aspirational family of hard-working, respectful individuals who work collaboratively to have a lifelong love of learning.

“Life in all its fullness” (John 10:10)

Our vision is to ensure that our school family are happy and fulfilled in a creative learning environment. This is flexible and caters to individual needs while developing a life-long love for learning through which all members can flourish. We nurture an aspirational family of hard-working, respectful individuals who work collaboratively.

Introduction

Intimate care is any care which involves washing, touching (such as providing for continence needs) or carrying out invasive procedures to intimate areas.

The school’s safeguarding procedures will be adhered to at all times.

The management of intimate care needs is carefully planned.

In most cases, care such as cleaning for hygiene purposes is part of a staff member’s duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure.

The pupil’s dignity should always be preserved with a high level of privacy, choice and control.

Continuity and quality of care will be best delivered where school staff, parents/carers, health professionals work in partnership wherever and whenever possible.

All pupils are treated with respect. The pupil’s welfare and dignity is of paramount importance.

No pupil should be attended to in a way that causes unnecessary or avoidable distress or pain.

The school’s safeguarding procedures and the Bradford Safeguarding Children Board procedures will be adhered to at all times.

Requirements

- There will always be a high awareness of possible safeguarding and child protection issues. Staff behaviour must be open to scrutiny. Considered judgements will be made when providing intimate care and staff must be prepared to justify their actions and accept that any physical contact, however well intentioned, will be open to scrutiny.
- All adults assisting with toileting, or another form of intimate care will be employees of the school and will therefore have an up-to-date Disclosure and Barring Service (DBS) check in place.
- Toileting Care Plans are drawn up for each individual pupil, when required, to meet and suit their circumstances.
- All agreements between the pupil, those with parental responsibility and the school are expected to be easily understood and clearly recorded.
- Each pupil’s right to privacy will be respected.
- It is vitally important to maintain the child’s self-image and social standing with his/her peer group through sensitive handling and discretion.

- Pupils with special/complex health needs have the same entitlement as any other pupil in the school. Additional vulnerabilities that may arise must be considered with regards to individual Toileting Care Plans.
- Staff providing intimate care are trained to do so and are fully aware of best practice, which includes working in a “limited touch, limited time” culture that is appropriate to the age, stage of development and background of the pupil.
- A Toileting Care Plan must be agreed for any pupil who requires help with regular toileting or other intimate activities.
- Toileting Care Plans will be agreed with parents/carers before intimate care is provided in school. Where a child is able to make decisions about their own care, their views should be sought before the care plan is agreed.
- Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account the pupil’s developmental changes, such as the onset of puberty, and cultural practices. Regardless of age and ability, the views and emotional responses of pupils with SEND should be actively sought (with advocacy arrangements in place should they be required) in establishing and then reviewing all Plans and arrangements.
- Each pupil will be supported to achieve the highest level of autonomy possible given their age and abilities. They will be encouraged to do as much as is reasonably possible for themselves.
- Where special apparatus is involved, perhaps at the suggestion of an Occupational Therapist, this will be accommodated.
- Wherever possible, staff who are involved in the intimate care of a pupil should be familiar to that pupil. It is advised that such staff are not involved in the delivery of RSE to that pupil as an additional safeguard to both.
- It is also advised that there will be a rota of carers known to the pupil who will take turns in providing care thus ensuring that over-familiar relationships do not develop whilst at the same time guarding against the care being carried out by a succession of completely different carers.
- Where possible, staff should only care intimately for a pupil of the same gender. But this principle will need to be waived under certain circumstances i.e. no suitably qualified male staff are available.
- The normal process of changing a nappy or soiled clothing (underwear) should not raise child protection concerns, and there are no regulations that indicate a second member of staff must be available to supervise this process. However, it is advisable that a second member of staff is in the vicinity, particularly if the child is heavily soiled.
- Any staff member carrying out intimate care will make another member of staff aware before they commence. This will be done in a sensitive way that safeguards the dignity of the child.
- Parents / carers will be notified following any incident of personal care.
- Incidents of intimate care will be recorded on the record sheet attached to this policy or on CPOMS (unexpected incidents where no plan is in place).
- Toilet training procedures should take place in a location which provides enough privacy for the child. The area should provide hygiene facilities and be sufficiently spacious to enable maximum possible personal space for the child and staff.
- A Toileting Care Plan must be completed and signed by parents/carers for children who are still wearing nappies/pull-ups, or are in the process of toilet training, so that consent is granted for support in cleaning

and changing of their child. Once a child has been changed, the Record of Intimate Care Intervention is completed.

- The school will provide tissues, wet wipes, plastic aprons and gloves, hand washing facilities with running water, liquid soap, nailbrush and disposable towels/tissues.
- If a member of staff has any concerns about physical changes in the pupil's appearance e.g. soreness, bruising, noticed whilst delivering intimate care, he/she will report immediately to the appropriate designated member of staff. Any concerns should be reported to parents/carers.
- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Staff should try to ascertain why the child is distressed and provide reassurance.
- It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. Staff should not assume that a child cannot make a choice.
- If it appears a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. Staffing schedules will be altered until the issue(s) are resolved.
- If a pupil makes an allegation against a member of staff all required and necessary procedures will be followed. Staffing schedules will be altered until the issue(s) are resolved.
- Extra caution is required by staff where a pupil is known to have suffered abuse or neglect. The pupil may regard physical contact to be associated with such previous experiences. Staff may be more vulnerable to allegations of abuse.
- Additionally, many such pupils may present as extremely needy and actively seek out inappropriate physical contact. In such cases ensuring an extra layer of supervision will protect staff from possible allegations.

Health and Safety

When attending to the intimate care of pupils, staff should be aware of the school's Health and Safety Policy. Children are changed using either a changing unit or from a standing position, where appropriate. An appropriate bin is provided in changing spaces with both aprons and gloves are provided for use.

First Aid and Intimate Care

Staff who administer First Aid should ensure wherever possible that another adult or failing that, other pupils, are present and it takes place in a designated area of space that allows dignity to be maintained. Where contact of a more intimate nature is required another member of staff must be alerted and made aware of the task being undertaken. Regular requirements of an intimate nature must be planned for. First Aiders must complete the Record of Intimate Care Intervention.

Parent/Carer Responsibilities

- To complete the Toileting Care Plan giving consent for Wycliffe CE staff to change their child's nappy or to assist with toileting or cleaning their child
- To provide school with nappies/underwear, cleansing agents/creams, wipes and spare clothes and footwear – all clearly labelled with the child's name
- To agree to follow a programme of toilet training for their child at home
- To ensure that the child is changed at the latest possible time before being brought to school

Appendices:

- Record of agencies involved
- Record of intimate care intervention.
- Working towards independence agreement
- Toileting Care Plan
- Agreement between child and member(s) of staff.
- Permission for Wycliffe CE Primary School to provide Intimate Care

RECORD OF AGENCIES INVOLVED

Name: Class: DOB:

Name/Role:	Contact details:
Parent/Carer:	
School Nurse/Health Visitor:	
Continence Advisor:	
Physiotherapist:	
Occupational Therapist:	
Hospital Consultant:	
Physical and Medical Team (Education):	
GP:	
EP:	
Social Worker:	

RECORD OF INTIMATE CARE INTERVENTION

Name: Class: DOB:

Support Staff Involved:

Date	Time	Procedure	Staff Signature	Second Signature

WORKING TOWARDS INDEPENDENCE AGREEMENT

Name: Class: DOB:

I can already

I will try to:

Review date:

Parents/carers:

Child (if appropriate):

SENDCo:

Date:

TOILETING CARE PLAN

Name: Class: DOB:

Area of Need:

Equipment required:

Location of suitable toilet facilities:

Support required:

Frequency of support:

Working towards independence

Child will try to:

Member of staff will:

Review Date:

Target achieved:

Parents/Carers:

Child (if appropriate):

Member of Staff:

SENDCo :

Date:

AGREEMENT BETWEEN CHILD AND MEMBER(S) OF STAFF

Name: Class: DOB:

Staff Name(s):

Member of Staff

As the member of staff helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you in the toilet as soon as you ask me. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing.
- I will check that you are as comfortable as possible, both physically and emotionally.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan.

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try whenever possible, to let you know a few minutes in advance that I am going to need the toilet so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break times or at the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

We will review this agreement on / every

Child:.....

Member of Staff

Date:

PERMISSION FOR WYCLIFFE CE PRIMARY SCHOOL TO PROVIDE INTIMATE CARE

Name: **Class:** **DOB:**

I understand that:

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 Headteacher of any medical complaint my child may have which effects issues of intimate care.

Name:

Signature:

Relationship to child:

Date: