



Brentfield Primary School

Children of Today, Champions for Tomorrow

Intimate Care Policy

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At Brentfield School, we firmly believe that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school. However, we recognise that there may be additional needs that a child may have which necessitate him or her to require intimate care.

1. Aims

This policy aims to ensure that:

- Intimate care is conducted properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents/Carers are assured that staff are knowledgeable about intimate care and that the needs of their children are considered
- Staff conducting intimate care work do so within guidelines (i.e., health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and Guidance

This policy complies with statutory safeguarding guidance.

- Keeping Children Safe in Education 2025
- Early Years Foundation Stage (EYFS) statutory framework

3. Roles and Responsibilities

The Role of the School

Staff involved in the intimate care of pupils will receive training and will be familiar with risk assessments and hygiene procedures. Staff will always undertake their duties in a professional manner. We are committed to providing personal care that maintains the dignity of the individual and maximises both safety and comfort. Any regular requirements of an intimate nature will be planned for and children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. We are aware that children will have toileting accidents therefore ask all families to provide extra clothing for pupils within the Early Years

The Role of Parents/Carers and seeking parental permission

For children who need routine or occasional intimate care (e.g., for toileting or toileting accidents), parents will be asked to sign a consent form.

Where there is not an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to contact parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be completed to ensure the child is comfortable and the school will inform parents/carers afterwards.

For children whose needs are more complex or who need support outside of what is covered in the permission form, an intimate care plan will be created in discussion with parents.

Parents/carers should provide nappies, nappy sacks, wipes, additional clothing or any other relevant resources. The school will provide gloves, plastic aprons, a bin and liners to dispose of any waste.

4. Intimate care procedures

Consistency of Care

The school will ensure that, where a pupil requires regular intimate care, support is provided by consistent members of the teaching team wherever possible.

The school will identify additional trained staff to provide cover in cases of absence, emergencies, and school trips. Wherever possible, these staff members will be known to the pupil.

Supervision and Safeguarding

Prior to providing intimate care, the allocated member of staff must inform another member of staff of their location and intended activity.

Care will be delivered in a location that balances the pupil's right to privacy with the need to safeguard both pupil and staff. Doors should remain open where appropriate, or staff should ensure they are within earshot of others.

Staffing Ratios

Intimate care will generally be provided by one member of staff.

Two members of staff must be present where:

- Manual handling or specialist equipment is required
- There is a safeguarding concern necessitating the presence of two staff members

Promoting Independence

In accordance with good practice and statutory guidance, the school will actively promote pupils' independence in relation to intimate care. Pupils will be encouraged and supported to participate in their own care as far as they are able, taking into account their age, developmental stage, and individual needs.

Supporting Toilet Training

The school will support pupils in developing toileting skills through a consistent and sensitive approach:

- Pupils will be familiarised with toilet facilities (e.g. flush, cubicles, sinks, dryers)
- Visual aids such as picture sequence cards will be displayed where appropriate
- Social stories will be used to support understanding of routines
- Comfort items (e.g. toys) may be used to reduce anxiety
- Toileting routines may be scheduled based on individual patterns and needs
- Consistent language will be used by staff and shared with families to support continuity between home and school

Location of Care

The changing of nappies and soiled clothing will take place in the welfare/medical room. Please see below for nursery and Star Class procedures.

Resources and Equipment

Parents/carers will be requested to provide necessary consumable items for intimate care, including nappies, wipes, creams, and spare clothing. However, where these are not provided, the school will ensure that the pupil's needs are met without delay.

Hygiene and Infection Control

The school will follow strict hygiene and infection control procedures:

- Staff will wear disposable gloves and aprons during all intimate care procedures
- Changing areas will be cleaned thoroughly after each use
- For pupils unable to be changed in the welfare room, procedures will be outlined in their Individual Care Plan
- Nappies will be placed in a nappy sack and disposed of in designated bins.
- Any soiled clothing will be bagged and returned to parents/carers at the end of the day.

Recording and Communication

All instances of intimate care will be recorded and signed by the member of staff providing support. Records will include:

- Time of care
- Staff involved
- Any relevant observations or concerns

Records of one-off incidents or for pupils in need of routine care as stated in their IHPs, will be held in the Welfare Room.

Nursery Procedures

The Nursery team will have primary responsibility for providing intimate care to pupils. Changing will be undertaken in the designated changing area. Which includes a designated changing table for smaller pupils. Staff will follow the same guidelines as set out in this policy. Instances of intimate care will be recorded and kept by the Nursery team.

Star Class Procedures

The teaching team in Star Class will have primary responsibility for providing intimate care to pupils. Changing will be undertaken in the designated changing area/toilet. Staff will follow the same guidelines as set out in this policy. Instances of intimate care will be recorded by staff and kept in Star Class.

5. Safeguarding

Safeguarding procedures will be always adhered to. If a member of staff has any concerns about physical changes in a child's presentation (for example, unexplained marks, bruises or soreness) s/he will immediately report concerns to the Designated Safeguarding Lead. Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Welfare Officer and the school's designated safeguarding lead (DSL).

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the DSL will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

All staff responsible for the intimate care of children will have this set out in their job description and will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

6. Monitoring Arrangements

This policy will be reviewed annually by the Inclusion Lead and be approved by the governing body.

7. Links to Other Policies

This policy links to the following policies:

- Accessibility Plan
- Equality information and objectives
- Supporting Pupils with Medical Conditions
- Special Educational Needs Information Report and Policy
- Safeguarding Policy