HumberEducationTrust
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Intimate Care Policy 2026

Approved by:	Local Governing Body
Created:	January 2026
Amended:	April 2026
New review date:	April 2027

INTIMATE CARE POLICY

INTRODUCTION

'Intimate care' means carrying out tasks involving close personal contact that someone can't do independently. This includes changing nappies and helping a pupil use the toilet.

Providing intimate care **counts as a reasonable adjustment** for pupils who are not toilet trained, not able to use a toilet independently, or need other help with intimate tasks. This is because failing to do so would infringe upon those pupils' rights to access education due to a disability, under the Equality Act 2010.

AIMS OF POLICY

1. To ensure pupil dignity is maintained at all times.
2. To provide staff guidelines to ensure a consistent and safe approach to intimate care routines.
3. To ensure an agreed approach between home and school.
4. To encourage, wherever possible, pupils to take responsibility for their own intimate care routines.

Who should help pupils with intimate care in school?
Staff providing intimate care must have an enhanced DBS check with barred list information. This is because intimate or personal care counts as a regulated activity, even if only undertaken as a one-off care routine. (Keeping Children Safe in Education. 2025 -Para 241).

Wherever possible intimate care should be carried out by a gender mix of staff which takes into account the individual pupil's dignity and indicated preference, as well as ensuring the carer's professional integrity.

All staff who deal with intimate care should be sufficiently trained and knowledgeable about the child's needs.

Children who have special educational needs, additional needs, medical conditions or disabilities
If a child has specific intimate care needs, school staff should work with parents or carers and their health practitioner to agree how best to provide this support safely. This information should be recorded in a care plan.

The plan should set out:

- what intimate care is needed
- where it will be carried out
- who will provide it.

This plan should be reviewed and updated on a regular basis.

GUIDELINES FOR GOOD PRACTICE IN INTIMATE CARE

1. All pupils and students should be treated with dignity and respect appropriate to their age. They should be encouraged to develop a positive image of their own body and understand that although they require intimate care their bodies are private.

2. Personal care can be undertaken by one member of staff. However, the need for privacy should not compromise the professional integrity of staff and an additional member of staff may be needed to support with a routine particularly if there is identified risks attached to a child for e.g. behaviour needs, emotional needs.

3. Only employed staff with an enhanced DBS check should undertake care routines.

4. Staff must be discrete when discussing personal care routines in public places including the classroom. Speak quietly to the pupil to inform them of a routine and speak quietly to colleagues who may be involved in the routine. Nappies and pads should be carried in a bag with pupils to hygiene rooms- to maintain discretion.

5. All personal care should be recorded. Records should include date, time, staff member who provided care and any incidents that may have occurred during care routine.

6. Appropriate visual support should be used to promote pupils understanding of routines and aid with independence.

7. All pupils should be encouraged to be involved in their own intimate care routine and to be as independent as possible.

8. Intimate care should take place in a relaxed atmosphere. Staff should never rush the routines- for many pupils this is a time when they will communicate and interact with staff. There are lots of opportunities to promote pupils' independence skills such as rolling over, pushing their arm through a jumper, pulling themselves up to sitting. Many pupils will actively be working on aspects of personal care through their personalised learning programmes.

9. Staff should only use intimate care products such as wipes purchased and provided by school or sent in from home for an individual pupil.

10. Older pupils and students who are able to use toilets independently will be encouraged to use the facilities during break times. No pupil or student however should be refused permission to go to the toilet. Discrete checks should be made by staff to ensure pupils are cleaning themselves and washing their hands appropriately.

11. Care and support for menstruation should be given according to the needs and ability of each student.

12. All concerns arising from intimate care will be logged onto CPOMs and should be reported to the Designated Safeguarding Lead, and the Whistleblowing Procedure should be followed.

GUIDELINES FOR GOOD PRACTICE IN GENERAL HYGIENE PROCEDURES

- ✓ Hygiene rooms should be kept clean and tidy at all times

- ✓ Staff should wash hands thoroughly before and after every intimate care routine. Guidance on hand washing is available in all hygiene rooms.

- ✓ Aprons and gloves must be worn for all intimate care routines and disposed of in bins.

- ✓ Changing beds should be wiped down using antiseptic wipes after every intimate care routine

- ✓ Pupil's soiled clothes should be rinsed and double bagged before being sent home.

USEFUL REFERENCES

Intimate care of children | NSPCC Learning

HANDWASHING GUIDANCE: How to wash your hands - NHS (www.nhs.uk)

APPENDIX 1: INTIMATE CARE PLAN

APPENDIX 2: RECORDING PERSONAL CARE

APPENDIX 1: INTIMATE CARE PLAN (MEDICAL CARE PLAN)

Bursar Primary Academy: MEDICAL CARE PLAN
Updated February 2026; Review September 2026

NAME:	xx
CLASS:	xx
DOB:	xx
ADDRESS:	xx
TEL:	xx
PARENT/CARER:	xx

Medical Problem(s):
xx

Limitations:
xx

Signs and Symptoms to alert staff:

xx

Plan of Action:
Example:
Inhaler held in school. 2 x puffs as and when required.
Call mum
The Community Nursing Team are also on hand: 03033304509
xx is xx's dietician/paediatrician: xx

Notes:
For purposes of intimate care and/or ensuring the pupil's immediate safety, trained staff are permitted to lift or carry xx, in accordance with the school's Intimate Care Policy. All handling will be carried out by appropriately trained personnel, using safe and dignified methods, and with due consideration for the pupil's comfort, privacy, and well-being.

I agree with the above statements; I will keep school informed of any changes to xx's medical condition(s).

Parent: .....

Date: .....

Lead First aider: .....

Headteacher: .....

APPENDIX 2: RECORDING PERSONAL CARE

Pupil's Name:

Date	Time	Staff member	Notes	Signed