



## Intimate Care Policy

2025-2026

Approved by: Full Governing Body

Date: December 2025

Review: December 2026

Signed:

Chair: Mr. C. Harris

# Intimate Care Policy – 2025 - 2026

## Introduction

At Reddal Hill Primary School, we are aware that some children may require adult assistance with their health and self-care needs. This may be due to the developmental age of the child, or as a result of a disability or medical need. The main aim of the school is to ensure that our children are safe, secure and protected from harm.

## Aim

The Intimate Care Policy aims to provide a clear framework for staff to ensure the safety and dignity of all children who need support with personal care, including toileting and continence management. It will also clarify, for children and their families, the support they can expect from school.

## Principles

At Reddal Hill Primary School, we respect our pupils and encourage them to achieve their potential. This includes encouraging them to be as independent as they can with their personal care. We will ensure that our children are:

- Treated as individuals;
- That their right to safety, dignity and privacy is respected;
- Involved with and consulted about their personal care as far as they are able; and
- Provided with consistency of care as far as possible.

## School Responsibilities

As a school, we will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate. Where children are not able to be fully continent, we will ensure that a care plan is written, alongside parents/carers, to ensure their needs are identified and appropriately met. Relevant healthcare professionals including the school nurse and/or the Children's Continence Service may also be consulted. The care plan will be reviewed annually or more regularly if required.

School will ensure that anyone who undertakes intimate care has had appropriate safeguarding checks. Only those staff named on the Intimate Care Plan (Appendix A) will be involved in providing support with intimate care to a child. School will ensure that sufficient staff are named on care plans and are available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual is available, the school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of staff and to the parents/carers

as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the child's behaviour or appearance will be documented and reported to a senior member of staff, in line with the Safeguarding and Child Protection Policy.

Staff will communicate carefully with children, using their usual communication method, to discuss their needs and preferences. Wherever possible, the children's wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the child and their family as far as possible when undertaking personal care.

School will work with the child to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know. School will act according to their Safeguarding and Child Protection Policy and procedures if there are any concerns for the child's wellbeing.

### **Governors' Responsibilities**

To ensure that sufficient staff are trained to meet the needs of their learners. The governing body will ensure that this policy is monitored annually.

### **Parent/Carers' Responsibilities**

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that they sign and agree to the Home/School Toileting Agreement (Appendix B) and ensure that school always has required equipment available for their child's intimate care or toileting needs. This includes a daily supply of nappies, pull-ups, wipes and nappy sacks.

Parents/carers must ensure that school always has their emergency contact details.

### **Child's Responsibilities**

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

### **Related Documentation**

When reading this policy please be aware of and refer to the following related documents:

- The Safeguarding and Child Protection Policy
- GDPR Policy
- Managing Medical Needs in School Policy
- Health and Safety Policy
- Special Education Needs and Disability Policy



### Intimate Care Plan

Child's Name	
Date of Birth	
Class	

Date of Plan: .....

Planned review date: .....

(The plan should be reviewed at least annually or more frequently if the child's situation changes)

Name of person(s) completing plan, including those with responsibility for changing, and their role:

Name of Adult	Role

#### Contact Information

Name		
Relationship to child		
Telephone number	Home: Work: Mobile:	
Name		
Relationship to child		
Telephone number	Home: Work: Mobile:	

### Health contacts

Specialist Nurse	
Consultant	
General Practitioner	
Health Visitor/School nurse	

### Education Contacts

Class teacher	
Special Needs coordinator (if relevant)	
Other support staff in school	

### Description of Child

Give brief details of child's interests, behaviour and relevant conditions, e.g. speech and language, mobility.

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### Description of Continence Difficulty

**Goals for Continence Management**

Describe how the child's bladder and bowel health is going to be promoted and maintained and how potential and independence are going to be appropriately promoted. You may include goals for parents, child and /or school staff depending on individual needs.

**Medication**

Details of medication. If any medication needs to be taken in school refer to the school's medical policy and follow school procedures.

**Management of Routine**

e.g. details of drinking, toileting and changing routines, aides used and any reward schemes

Details of help required for personal care, who will provide this, where and how

Arrangements for sporting activities, school visits/trips etc.

Details of staff training needed/undertaken

Include who has been trained, the training given, by whom with dates and signatures of trainer and staff member

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**Use and disposal of continence products and aids**

Include arrangement for soiled clothes and underwear, provision or new/spare equipment e.g. catheters.

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**Emergency situations**

Describe what would constitute an emergency for the child and what action should be taken. Schools should always act in line with their safeguarding, medical and first aid policies.

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Name of parent/carer	
Signature	
Name of school representative	
Role/job title	
Signature	
Name of child/young person	
Signature of child/young person	
Date	



## Home/School Toilet Management Agreement

### Parental Responsibilities

1. To ensure that your child's nappy is changed and your child is clean before coming to school/nursery.
2. To ensure that your child has a bag containing nappies, pull ups, wipes, nappy sacks and spare underwear in school/nursery whenever they attend.
3. To provide a spare change of clothing if your child is wearing nappies or toilet training.
4. To inform the school/nursery of any marks or rashes on your child.
5. To support your child with toilet training at home.
6. To return the child's toileting diary each day.

### School/Nursery Responsibilities

1. To change the child when needed following agreed procedures.
2. To ensure that the child will be changed by a named member of staff.
3. To complete the child's toileting diary and notify the parent if the child becomes distressed or has any marks or rashes.
4. To support the child with toilet training when at school.

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## Home/School Toilet Management Agreement

My child is toilet trained. I am/am not happy for staff to change my child if they have an accident.

My child wears nappies/pull ups. I have read the above statements and understand my responsibilities. I am/am not happy for staff to change my child and support my child with toilet training.

Child's Name:.....

Signed: .....

Date:.....