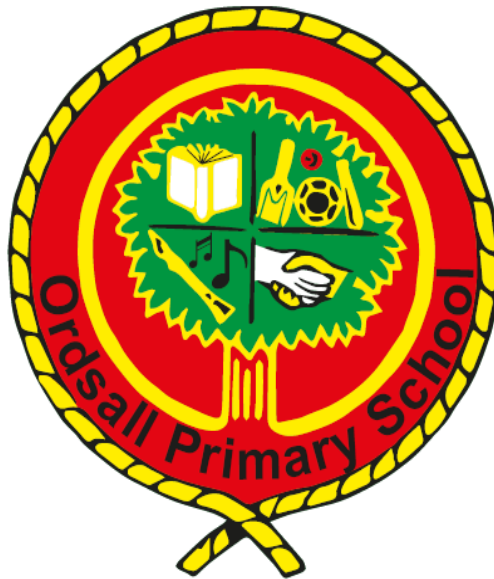




Play, Learn and Grow...Together!

Ordsall Primary School

Intimate Care Policy

Date reviewed: September 2026

Reviewed by: Kerry Moss (SENCO) & Tracy Rollison (SEND Manager)

Approved by: Karl Hopkinson (Headteacher)

Next review: September 2027

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Statement of intent

At Ordsall Primary School, we recognise our responsibility to safeguard and promote the welfare of all pupils. Some children may require support with intimate care due to their age, stage of development, medical needs or special educational needs and disabilities (SEND).

We are committed to providing intimate care in a way that:

- Maintains pupils' dignity and privacy
- Is sensitive to individual needs and preferences
- Promotes independence wherever possible
- Ensures safety and wellbeing for pupils and staff
- Protects pupils from harm and intrusion

Pupils will always be treated with care, sensitivity and respect when intimate care is provided. No child will be made to feel embarrassed, distressed or as though they are causing a problem.

This policy applies to all pupils who require intimate care, including those in Early Years and across the wider school where appropriate.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance, including but not limited to:

- Children and Families Act 2014
- Education Act 2002 and Education Act 2011
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Health Act 2006
- DfE *Keeping Children Safe in Education*

This policy operates in conjunction with the following Ordsall Primary School policies:

- Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- First Aid Policy
- Administering Medication Policy
- Staff Code of Conduct
- Whistleblowing Policy

2. Definitions

For the purpose of this policy, *intimate care* is defined as hands-on, physical care or supervision related to personal hygiene and bodily functions. This includes:

- Assisting with toileting, wiping and continence care
- Changing soiled or wet clothing
- Supporting with dressing and undressing
- Washing intimate areas of the body
- Supporting pupils with medical or hygiene needs (e.g. colostomy bags, menstrual hygiene)
- Providing comfort or support where physical contact is necessary

Intimate care involves direct or indirect contact with private parts of the body and is therefore considered a regulated activity.

3. Procedures for Intimate Care

All intimate care at Ordsall Primary School will be carried out in a consistent, dignified and proportionate way, with the welfare of the child as the central consideration at all times.

Where a pupil requires ongoing intimate care or toileting support, appropriate routines and arrangements will be agreed with parents and carers and recorded within an individual intimate care or toilet management plan. These arrangements will remain flexible and responsive to the child's needs and stage of development.

Staff will only provide intimate care where this forms part of their role and where they have received appropriate guidance and training. No child will be left in wet or soiled clothing or without support when intimate care is required.

Staff will take all reasonable steps to:

- protect the child's privacy and dignity
- encourage independence appropriate to age and ability
- respond calmly and sensitively to accidents
- ensure continuity of care where a designated member of staff is absent

All intimate care procedures will be carried out in line with the school's safeguarding and health and safety expectations.

4. Health and Safety

All intimate care procedures will be carried out in line with the school's Health and Safety arrangements.

- Disposable gloves and aprons will be worn during all intimate care tasks.
- Changing areas will be cleaned before and after use.
- Hot water, soap and appropriate hand-drying facilities will be available.
- Soiled clothing will be sealed and returned to parents.
- Waste will be disposed of in line with local authority and health and safety guidance.

Any staff required to support medical procedures or the application of creams or medication will do so in line with the Supporting Pupils with Medical Conditions Policy and the Administering Medication Policy, with full parental consent in place.

5. Staff and Facilities

- Only staff who are suitably trained and have enhanced DBS clearance will provide intimate care.
- Staff will only be expected to carry out intimate care if this is included within their role.
- Appropriate facilities and equipment will be provided where needed, including accessible toilets and changing areas.
- Wherever possible, same-sex intimate care will be provided, taking account of pupil dignity and practical considerations.

6. School Responsibilities

Ordsall Primary School will:

- Work in partnership with parents and carers
- Create individual intimate care or toilet management plans where required
- Ensure pupils are involved in decisions about their care where appropriate
- Maintain accurate records of intimate care interventions
- Respond calmly and sensitively to accidents or incidents
- Review arrangements regularly to reflect pupils' development and changing needs

7. Parental Responsibilities

Parents and carers are expected to:

- Change their child immediately before school where possible
- Provide spare clothing, nappies, wipes and other required items
- Share relevant information about their child's needs
- Engage positively with the school to support consistency

Parental consent will be sought before ongoing intimate care is provided.

8. Safeguarding

Intimate care is a regulated activity and forms part of the school's safeguarding responsibilities.

- All staff involved will have appropriate safeguarding training.
- Any concerns about a pupil's wellbeing, including marks or injuries, will be reported immediately to the DSL.
- The privacy and dignity of pupils will be respected at all times.
- Careful consideration will be given to staffing arrangements for each pupil.

9. Toilet Training and Independence

For younger pupils and those learning toileting skills:

- Staff will support children sensitively and positively.
- Pupils will be encouraged to develop independence at their own pace.
- Accidents will be managed discreetly.
- Consistency between home and school will be encouraged.

10. Offsite Visits and Swimming

Where pupils require intimate care during swimming lessons or educational visits:

- Arrangements will be planned in advance
- Parental consent will be obtained
- Procedures will be recorded in the pupil's individual care plan

11. Monitoring and review

This policy is reviewed on an annual basis by the SENDCO, SEND Manager and Headteacher. Any changes to this policy will be communicated to all staff, parents/carers and relevant stakeholders.

Appendix I – Intimate Care Plan

Name			Date of birth		
Gender identity	Male/Female		Allergies / Sensitivity		
Medical diagnosis or condition					
Behaviour (if yes, please refer to behaviour plan for intervention)			Does the pupil have any religious or cultural needs?		
Manual handling risk assessment			Preferred methods of communication		
Procedure		Yes / No	Procedure		Yes / No
Toileting	Pad change		Eating and meal times	Assistance at meal times	
	Menstruation			Supervised at meal times	
	Assistance with toileting			Gastrostomy feed / other	
	Supervised toileting			Blended	
	Lotions / creams			Tasters / as prescribed by Speech & Language	
Personal care	Dressing and undressing		Medication in school	Administered via Health Care Team	
	Washing / showering			Emergency medication HCP in place / 999	
	Teeth			PRN medication	
	Hair / styling			Supervised	
	Lotions / cream		Behaviour plan in place	Social / emotional	
			Other		
Other information					

Safe Systems of Work					
It is assumed that the named staff following these systems of work have been trained to carry out all techniques and procedures documented.					
Procedure					
Pupil's Level of Ability					
Independent	Independent with supervision	Partially assisted by 1 / 2 / 3 carers	Fully assisted by 1 / 2 / 3 carers		
Environment required					
Equipment required					

Detailed description of procedure Encourage throughout the procedure to promote independence and give praise for cooperation. Carer to use simple and clear instructions through. Close doors for privacy and dignity. Carer to put on plastic apron and gloves.	
Class TA / PCA signature	
Parent / guardian signature	
Proposed review date	

Appendix I – Intimate Care Plan