

# Newington Community Primary School



## INTIMATE CARE POLICY 2025-2026

<b>Amended:</b>	<b>Term 1 2025</b>
<b>Updated by:</b>	<b>Suzanne Legge</b>
<b>Approved by the Governing Body:</b>	
<b>Signed:</b>	<b>(Chair of Governors)</b>
<b>Review:</b>	<b>Term 1 2026</b>

Please see the Children's Safeguards site, "Use of photographic images of children"

### **Aims**

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with agreed plans
- The dignity, rights and well-being of the children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken in to account
- Staff carrying out intimate care work do so within guidelines of the school's health and safety policies and ensure they 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.

### **Legislation and Statutory Guidance**

This policy complies with statutory safeguarding guidance.

### **Role of Parents**

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

For children whose needs are more complex or who need particular support, an intimate care plan will be created in discussion with the parents.

Where there isn't an intimate care plan in place or parental consent for routine care has not been given, parental permission will be sought before performing any intimate care procedure.

If the school is unable to make contact with parents and an intimate care procedure urgently needs to be completed, the procedure will be carried out to ensure that comfort of the child and the school will inform parents afterwards.

### **Creating an Intimate Care Plan**

Where an intimate care plan is required, it will be agreed in discussion between the school, the parents, the child (if appropriate) and any relevant health professionals.

The school will work with parents to take their preferences on board to make the process of intimate care as comfortable as possible.

Subject to their age and understanding, the preferences of the child will also be taken in to account.

The plan will be reviewed annually, even if no changes are necessary as well as whenever there is a change to the child's needs.

### **Sharing Information**

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate care matters.

## **Role of Staff**

How procedures will happen:

The medical officer, Sharon Robb will be responsible for the care and management of these children who require intimate care.

Any staff who may carry out intimate care will have this set out in their job description. This includes EYFS staff, teaching assistants and the medical officer.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced DBS with a barred check before appointment, as well as other checks on their employment history.

## **How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- Manual handling training that enables them to remain safe and for the child to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek advice as needed.

## **Intimate care procedures**

How procedures will happen:

The school will follow best practice guidance whenever possible and will aim to have 2 members of staff present for intimate care procedures. This will particularly be the case if there is a known risk of false allegation or the procedure itself is particularly invasive.

Due to the checks carried out for all staff working closely with children, at NCPS it is agreed that male members of staff can change female pupils.

Procedures will take place in the Nursery changing area, the Reception toilets and the Care Suite in the main school building and medical room. Staff will be provided with protective gloves and aprons, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects the parents to provide a good stock of resources such as nappies, pull ups, spare underwear and spare sets of clothing.

Any soiled clothing will be contained securely, labelled and discreetly returned to parents at the end of the school day.

## **Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

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 Robyn Harrison – Assistant Head teacher and Designated Safeguarding Officer.

If a child makes an allegation against a member of staff, the responsibility for the 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.

### **Monitoring arrangements**

This policy will be reviewed by Suzanne Legge, Assistant Headteacher/SENCO on an annual basis. At every review, the policy will be approved by the Governing Body.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility Plan
- Children Protection
- Health and Safety
- SEN
- Supporting children with medical conditions

*For full details of the Newington Community Primary School's privacy notice and compliance with GDPR regulations, please navigate to: [www.newington-ramsgate.org.uk](http://www.newington-ramsgate.org.uk)*