



Intimate Care Policy

Date of Approval:	13th October 2025 – updated May 2026
Approved by:	Local Academy Council
Review Date:	September 2026

Introduction

Where appropriate to the setting, the Governing Body will act in accordance with section 175 of the education act 2002, 'Safeguarding Children and Safer Recruitment in Education' (DfES 2006) and 'Safeguarding Vulnerable Groups Act 2006' to safeguard and promote the welfare of students at the school.

The Governing Body and Headteacher will act in accordance with the supplementary DfES guidance: 'Safer Recruitment and Selection in Education Settings' (2005) and 'Dealing with Allegations of Abuse against Teachers and other Staff' (2005) as appropriate to the setting.

This school takes seriously the responsibility to safeguard and promote the welfare of young people in its care. Meeting students' intimate care needs is just one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects their ability to carry out day-to-day activities must not be discriminated against.

Aims of this Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents, staff and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

Definition

Intimate care can be defined as any care that involves washing, touching or carrying out a procedure to intimate and personal areas which most people usually carry out themselves but students are unable to do because of their physical difficulties or other special needs. Examples include care associated with continence, menstrual management as well as more ordinary tasks such as washing, toileting and dressing. This also includes a supervisory role when assisting the student to become more independent in their self-care.



In the case of specific procedures only staff suitably trained and assessed as competent will undertake the procedure (e.g administering emergency medication)

Best Practice

All staff are required to read the intimate care guide (appendix 2) before administering any care. Staff providing intimate care will at all times use correct and appropriate protective clothing i.e. disposable aprons and gloves. Whenever intimate care is delivered it will be done sensitively and appropriately. All staff will be aware of the need to maintain privacy and dignity when dealing with intimate care needs. Staff will endeavor to encourage, help and guide students to become independent. Parents and carers will be informed via the home school diaries if the child has had any intimate care administered on that day. Any staff dealing with intimate care will have a current DBS checked at the appropriate level.

When staff are administering care outside of the classroom, they must ensure that they inform another staff member of where they are going and who they have with them. This is safe working practice to protect students and staff from allegations of abuse. Where possible the religious views and cultural values of families will be taken into account. All staff should be aware of the school's confidentiality policy, sensitive information will be shared only with those who need to know.

All pupils, at some point in their journey at Leycroft will require some form of intimate care therefore a parental agreement form will require signing (appendix 1). Each time a pupil is provided with intimate care a record will be made in the child's individual home school diary.

If we are required to send home soiled clothing then a yellow hazard bag should be used at all times. These bags are located in the cleaning cupboards around school and should be used for both urine and faeces affected clothes. Parents will require a phone call home to make them aware that this bag is inside their child's school bag, if unable to contact parents a clear note in the home diary should also be made.

Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and can alert an adult
3. The child realises that they need to urinate/defecate and alerts an adult in advance

During these stages, parents should assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Parents should implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other family members/siblings as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage the

Physiotherapy/ Occupational Therapy

Students who require physiotherapy while in school should have a physiotherapy programme written by a qualified physiotherapist, and can be carried out by a trained professional or nominated member of school staff.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes. Adults carrying out physiotherapy programmes with the pupils should be employed by the school. Any concerns about the programmes should be reported to the physiotherapist immediately.

Barrier Creams

Students who require barrier creams such as Sudocrem, Bepanthen and Metanium as part of their intimate care, parents will be required to sign and consent form which also stipulates how many times per day parents request their child to have this cream applied. These options can include; each time the pupil is changed, every other time a pupil is changed or other (specified by parents). The school recognises these types are creams are not prescribed by the GP's and therefore this type of care is carried out in line with this policy. If the school requires parents to request a letter from the GP to administer this cream they will contact the parent directly.

Safeguarding procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an DBS check enabling them to work with children.

All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

Monitoring and Review

This policy will be reviewed annually by the headteacher and DSL, who will make any changes necessary and communicate these to all members of staff.

The next scheduled review date is in a years time.

Appendix 1

Intimate Care Permission Form

Child's name : _____

- I give permission to Leycroft Academy to provide appropriate intimate care support to my child, e.g. changing pad, changing soiled clothing, menstrual hygiene.
- I will provide nappies/pads and wipes for my child.
- I understand that member(s) of staff providing intimate care for my child have been DBS checked and received appropriate training, including Safeguarding, including those on agency.

Name (please print) : _____

Signature : _____

Relationship to child : _____

Date _____

Appendix 2

Intimate Care Guidance

Please ensure that you adhere to the following guidelines when changing children:

- Always inform the staff where you are going and which pupil you are attending to and where possible work alongside another member of staff who are also toileting other children.
- Always wear disposable gloves.
- Always wear a disposable apron.
- Always ensure the changing area is clean before and after use, e.g. disinfectant spray, surface wipes etc.
- Always ensure that the curtain is closed to ensure the dignity of the child.
- Always ensure that wet pads are put in a bag and disposed of in the provided bin.
- Always ensure that soiled pads are double bagged and disposed of in the provided bin.
- Ensure that soiled clothes are also double bagged.
- Following changing a child encourage them to wash their hands as they would usually do so after going to the toilet.
- After every change complete the child's home diary or log.
- Always ensure that you wash your hands thoroughly after changing.
- Always report stock shortages well in advance of a shortage.
- If you are concerned about the child in any way please speak to one of our Designated Safeguarding Officers.
- NEVER take your mobile phone/iPod/iPad into the toilet with you - this breaches our safeguarding and child protection policy.

SIGNED: _____