Polehampton CE Infant and Junior Schools
Intimate Care Policy

Approval required by	LGB
Date approved	Autumn 2025
Date for review	Autumn 2028

Version	Date	Description
2	November 2025	Review as part of cycle.

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Introduction

At Polehampton Church of England Infant and Junior Schools, our vision is "Let your light shine" (Matthew 5:16). Jesus reminded us in Matthew's gospel that we are lights for the world. As we seek to follow him, we can share his light with others and change the world. Supported by our school values of gratitude, friendship, perseverance, forgiveness, honesty and compassion, we seek to help pupils make positive choices in all they do. We follow our Christian values to enable everyone in our school community to let their light shine.

At Polehampton Church of England Infant and Junior Schools, we help staff to 'let their light shine' by ensuring appropriate policies are in place.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. Such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. The subject of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control.

Polehampton CE Infant and Junior Schools is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, pain or embarrassment.

It should be noted that all references to 'parents' should be read as 'parents or carers'.

Aims

This policy aims to achieve the following:

- Ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010.
- Provide help and support to pupils in becoming fully independent in personal hygiene.
- Treat continence issues sensitively so as to maintain the self-esteem of the child.
- Work with parents in delivering a suitable care plan where necessary.

Managing pupils' needs

We aim to ensure that any particular needs that a child may have related to personal care will be dealt with sensitively and appropriately, working with parents to enable each child to access the curriculum. Any child who has personal care or continence needs will be attended to in an appropriate area within school.

The staff at Polehampton CE Infant and Junior Schools will follow agreed procedures when attending to the care or continence needs of any pupil within the setting:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products and adhere to health and safety procedures.
- Report any marks or rashes to parents and Headteacher or DSL, if appropriate.
- Inform parent that a continence issue has arisen during the session.
- Staff member to ensure that privacy and dignity are maintained during the time taken to change the child.

Parents will only be contacted to collect a child or support in the intimate care process in extreme cases where soiling is severe and/or linked to illness (e.g. sickness and diarrhoea), or when a child refuses to let a member of staff help change their clothing and they cannot clean themselves sufficiently.

Care plans

Where a pupil has particular needs (e.g. wears nappies or pull-ups regularly), or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents and health visitors/school nurse, if appropriate, to set out a care plan (Appendix 1) to ensure that the child is able to attend daily.

In these circumstances, it may be appropriate for the school to set up an agreement that defines the responsibilities and expectations for each party has (Appendix 2).

Should a child with complex continence needs be admitted to the school, we will consider the possibility of special circumstances and/or provision being made and whether this can be managed within our mainstream environment. In these circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) may be closely involved in planning and assessing need.

Child protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing, and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child, then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised.

Wherever possible, the same member of staff will be allowed to change a specific child. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the member of staff is not available.

Health and safety procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures to protect both the child and the member of staff:

- Staff to wear disposable gloves while dealing any intimate care.
- Use one of the two changing mats if required. One mat is for the staff member to sit on to protect their clothing, and the other is for laying the child down on to change them comfortably.
- Any soiled continence product used must be double bagged in black sacks and disposed of immediately into the red wheelie bin marked 'Acorn'.
- Soiled clothing which is to be returned home should also be double bagged and kept safe until pick up. There is a supply of black bags for this use in Acorn class, and there is also a supply for this use under the sink in the kitchen.
- The changing area must be appropriately cleaned with disinfectant after use.
- Hot water and liquid soap should be available to wash hands as soon as the task is completed (without moving rooms and touching door handles etc.)
- Paper towels must be available for drying hands.

Appendix 1: Intimate care plan

Intimate care plan

Name of child	
Name of person(s) to change the child	
Name of person(s) to change the child if main adult unavailable	
Where changing will take place	
What resources and equipment will be used	
Who will provide the resources and equipment that will be used	
Training requirements for staff	
Disposal of product in	
Infection control measures	
Special arrangements for trips/ outings	
When will the plan be reviewed	
Review comments	

Signed	
Date	

Appendix 2: Intimate care plan: party agreement

Intimate care plan: party agreement

The parent

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school.
- I will provide the setting/school with pull ups/underwear and a change of clothing.
- I understand and agree the procedures that will be followed when my child is changed at school, including the use of any cleanser or wipes.
- I agree to inform the setting/school should the child have any marks/rash.
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary.

The school

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements should this be necessary.

Signed (parent)	
Date	

Signed (school)	
Date	