Intimate Care Policy 2026

Ormskirk C of E Primary School is committed to safeguarding and promoting the welfare, dignity, privacy and independence of every child. Where a child requires assistance with intimate or personal care, support will be provided sensitively, respectfully and in accordance with the child's individual needs. Children will be encouraged to undertake as much of their own personal care as they can safely manage.

Intimate care means care involving assistance with bodily functions, personal hygiene or areas of the body that would ordinarily be considered private.

Staff will explain to the child what assistance is required before providing it and, wherever the child's age and understanding allow, seek the child's agreement and involve them in decisions concerning their care. Where possible, staff will guide the child with verbal prompts to manage their own care. Staff will provide only the minimum level of physical assistance required. Children will be encouraged to develop independence in toileting, dressing and personal hygiene wherever appropriate. A child's privacy and dignity will be protected throughout intimate care.

Some children may require regular intimate care as part of their daily routines. When this is the case, an individual intimate care plan should be completed by parent/carer and may include advice from a health care professional if appropriate (See appendix 1). This plan will be shared with the relevant staff involved with the care of that child and retained on Provision Map.

For other children, intimate care will be required because of a one-off accident or incident.

Intimate care places staff in a position of particular trust. Staff must maintain appropriate professional boundaries and follow the school's safeguarding procedures and staff code of conduct at all times. Any safeguarding concern arising during intimate care, including something the child says, an injury or presentation that causes concern, or concern about another adult's conduct, must be recorded on My Concern (via the appropriate channel for either concern about a child or concern about the conduct of a member of staff) and will be responded to in line with the school's safeguarding procedures.

At all times when providing intimate care, we will balance the need for the child’s privacy and dignity, the child’s individual needs, safeguarding and the protection of our staff.

Staff must inform another member of staff when they are going to support a child with intimate care.

When intimate care has been given to a child (excluding those who have an individual intimate care plan in place), this must be documented using the 'Record of Intimate Care' sheet (Appendix 2).

The child's parent/carer must be notified at the end of the day or as soon as is practicably possible about the nature of the intimate care that was provided and who it was provided by.

This policy must be read in conjunction with the following policies:

- Child Protection/Safeguarding Policy
- Staff Code of Conduct
- SEND Policy
- Health and Safety Policy
- Whistleblowing Policy

We also have nursery and baby room specific policies relating to nappy changing.

Policy written by Rachel McBride (DSL) October 2026. Review September 2028.

Individual Intimate Care Plan

Pupil Name	
Date of Birth	
Class and teacher	
SENDCo	
Date plan agreed	
Review Date	
Reason for intimate care support	
Frequency of support e.g. regular/routine; occasional; in response to accidents	
Pupil's independence – what can the pupil be reasonably expected to manage themselves?	
What level of support is likely to be required by the adult?	
Are there any strategies staff can use to support and encourage independence?	
How should staff explain that they are about to carry out intimate care or offer intimate care to the child?	
Are there any known sensitivities/preferences or matters that might cause distress?	
Are there any accessibility or moving and handling arrangements that need to be considered?	

Staff providing intimate care will:

- treat the pupil with dignity and respect;
- explain the assistance being provided in an age- and developmentally appropriate way;
- encourage the pupil to do as much for themselves as they can safely manage;
- inform the parent/carer if they have to provide any intimate care which is outside of the expected care outlined in this plan;
- maintain appropriate professional boundaries;
- follow this plan and the school's Intimate Care, Safeguarding/Child Protection and Staff Code of Conduct;
- report any safeguarding concern immediately in accordance with the school's safeguarding procedures.

Plan agreed between:

Name and role	**Signed**	**Date**

Plan should be agreed between parents/carers, school representative, child (if appropriate) and may include input from a health care professional (if appropriate)

Remember to inform parent/carer that you have supported a child with intimate care.

Pupil name	Class	Date	Time	Location	Type of support required	Reason	Staff name