Gateway Primary School Policy Cover Sheet

Policy Name:	**Intimate Care Policy**
Adopted at / by:	**FGB/Committee**
Signed on behalf of the Governing Board	
Name:	**Kevin Moyes**
Date:	**September 2026**
Signed on behalf of Headteacher:	
Name:	**Kayleigh Anstee**
Date:	**September 2026**
Review period:	**Annual**
Date of next Review	**September 2027**

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Statement of intent

Gateway Primary School takes the health and wellbeing of its pupils very seriously. As described in the Supporting Pupils with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care, sensitivity, and respect when intimate care is given, and no pupil will be left feeling embarrassed or as if they have created a problem.

1. Legal framework

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

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2022) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

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

2. Definitions

For the purpose of this policy, **intimate care** is defined as any care which may involve the following

- Supporting a child who has had a toileting accident
- Changing a child who is wearing nappies or pull-ups
- Assisting in toilet issues

Intimate care tasks are associated with bodily functions, body products and personal hygiene.

Examples of intimate care include support with dressing and undressing (underwear), changing pull-ups, nappies and helping someone use the toilet.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. Health and safety

Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy or soiled underwear.

Where a pupil has had an accident

- The child will be offered clean, dry clothes to wear
- The wet clothing will be sealed in a plastic bag and given to parents at the end of the day

Where a pupil or pupils is wearing nappies or pull ups:

- Nappies and Pull ups will be wrapped in a nappy sack and will be placed into the nappy bin in the bathroom
- Aprons and gloves will be disposed of in the general waste bin.
- All wipes used will be sealed in a bag and disposed of in the general waste bin.
- No materials except toilet tissue will be flushed.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Hand dryers will be available to dry hands where possible.

4. Staff and facilities

Staff members who provide intimate care will be suitably trained and will be made aware of what is considered good practice.

There is no requirement for two members of staff to be present during the changing process. Each member of staff has had a DBS check.

In order to maintain privacy, the door will be closed, whilst remaining unlocked. Staff will notify another member of staff when they are taking a child into the changing room.

Suitable equipment and facilities will be provided to assist pupils who need support. This may include -

- Changing mat
- Non-slip step
- Cupboard
- Disposable gloves/aprons
- Nappies and pull ups – to be provided by parents
- Wipes – provided by parents where possible
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Antiseptic cleanser for the changing bed/mat

The school has a changing room within the KS1 Building. It has a toilet, a washbasin, and a changing area.

Where possible pupils will be changed while standing up. Pupils who are not able to be changed whilst standing will be changed on a changing mat on the floor.

5. School responsibilities

Where possible, pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents welcomed.

In liaison with the pupil and parents, for children who are wearing pull ups or nappies an individual intimate care plan may be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Where a child has is not wearing a nappy or pull up but is having frequent accidents an individual intimate care plan may be required.

Regular consultations will be arranged with all parents and pupils regarding toilet facilities. This may include a request for intervention from the School Nurse, or a request for parents to speak to their Health Visitor for additional support with toilet training.

The privacy and dignity of any pupil who requires intimate care will be always respected. A member of staff will change the pupil or assist them in changing themselves if they become wet, or soil themselves. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, etc., as provided by the parents.

Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention, that will be stored in the changing room.

Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be always maintained when carrying out intimate care.

6. Parental responsibilities

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will promote using the toilet at home, to develop toilet training and self-help skills. Should parents be struggling with toilet training they will make contact with their Health Visitor for support.

Parents will provide spare nappies, wet wipes and a change of clothing in case of accidents, these will be in school at all times.

A copy of this policy will be read by all parents with permission. Parents agree to adhere to the policies and procedures surrounding intimate care upon joining the school.

7. Safeguarding

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the DSL immediately.

8. Toilet training

It is generally expected that most children will be using the toilet independently before starting school. Where toilet training is still in progress parents will make staff aware as early as possible within the admissions process.

Within the school day, children who are not yet using the toilet independently will be accompanied to the toilet and during the changing process will be encouraged to use the toilet. Staff will be sensitive and sympathetic and will not make negative facial expressions or negative comments. Pupils' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible.

Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a pupil has a toileting accident, they will be helped change or be changed by a member of staff regardless of their age. Where possible this will be done using supportive instructions to encourage the child to complete the change as independently as possible

To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Record of Intimate Care Intervention

Pupil's name:

Date:

Date	Time	Procedure	Staff signature

Individual Toilet Management Plan

Pupil's name:	Class/year group:
Date:	Review date:

Area of need

Equipment required

Locations of suitable toilet facilities

Support required	Frequency of support

Working towards independence

Pupil will try to	Staff Will	Parents will	Target achieved date

Signed_____ Parent

Signed_____ Teacher

Signed_____ Pupil (where appropriate)