

Intimate Care Policy

THE HUB SCHOOL



Policy Owner:	The Executive Headteacher	
Approved by:	Local Governing Body	Date: 1 st October 2026
First Adopted:	September 2026	
Last reviewed on:	NA	
Next review:	July 2028	

Intimate Care Policy

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1. Introduction, Purpose and Scope

The purpose of this policy is to outline the expectations of The Hub School Local Governing Body and Senior Leadership Team regarding the provision of Intimate Care in school.

The Hub School 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, embarrassment or pain.

2. Definitions

Intimate care is any care which involves toileting, washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas:

- Washing any part of the body
- Dressing/Undressing
- Changing Nappies / Pull-ups / Pads
- Assisting to use the toilet
- Specific intimate medical intervention

In all cases, such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedures, only staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

3. Continence and Self-Care

We acknowledge that continence is a key developmental milestone which children usually reach prior to starting school and that at various points, whilst developing their self-care routine and independence, a child may have 'accidents' where they require short-term support with toileting, washing or changing. However, we also recognise that there may be children with longer-term continence issues for whom an Individual Health Care Plan (IHCP) may need to be put in place.

The Hub School is an inclusive school and fully committed to working with parents and external agencies to support and provide for all children's needs and where this requires advice or external involvement, we will actively seek and encourage such liaison to meet the needs of the child.

4. Working with External Agencies

The school will work closely with relevant agencies as appropriate, for example when there are connected medical requirements (e.g. the continence clinic).

Where specialist guidance is given (e.g. physiotherapy or occupational therapy teams) the school will work with practitioners to provide specifically for the needs of the individual child.

The Family Health Visitor or GP can be contacted to offer support and advice in this area.

The school will also seek out and signpost sources of help, guidance and information for parents to be able to access (see Appendix for some preliminary links which may be useful to families).

5. Working with Parents and Carers

For children entering The Hub School, the school will begin liaison with parents during admissions process and transition period through home visits and meetings with parents as appropriate. During these meetings, it may be deemed necessary for an Individual Health Care Plan, Individual Risk Assessment or Intimate Care Agreement to be drafted and this will be reviewed during the first term of school.

The school will work with parents and carers throughout the child's time in school to meet changing needs.

Where an Intimate Care Agreement is necessary as part of the child's Individual Health Care Plan, school will meet with parents / carers and agree the best steps and outcomes:

In agreeing to Intimate Care provision, the Parent agrees to:

- ensure that the child is changed at the latest possible time before being brought to school in the morning
- provide the school staff with spare pull-ups/nappies/underwear, a change of clothing and any prescribed creams (Please note: prescribed creams must be taken to the Main Reception and registered in accordance with the school's and Trust's policies and procedures regarding the administration of medication to pupils in school)
- the procedures that will be followed when their child is changed at school – including the use of wipes or application of aforementioned cream
- notify the school should the child have any marks/rash which are covered by their underwear
- the creation or review of an Individual Health Care Plan as required
- take part in the review arrangements for intimate care as required

In agreeing to Intimate Care provision, the School agrees to:

- change your child should the child soil or wet themselves
- change your child according to the Policy
- review your child's Individual Health Care Plan as required
- record / monitor the number of times the child is changed or any aspect of intimate care takes place, and any notable details, e.g. rashes
- share with parents any marks or rashes seen whilst changing

6. Our Approach to Best Practice

The management of all children with intimate care needs is carefully planned. All staff have annual reminders regarding school practice and procedures.

Where an Individual Health Care Plan has been completed, and an Intimate Care Agreement signed off, key staff will be alerted to this agreement and will be designated as the lead carer for that specific child. They will be guided by their knowledge and understanding of the best practice as outlined in this Policy, as well as their knowledge and understanding of the child.

Where no Intimate Health Care Plan or Intimate Care Agreement has been signed, due to changing not being a recurring need, the member of staff who delivers intimate care will be guided by their knowledge and understanding of the best practice as outlined in this Policy.

We recognise that it is important to be considerate of children and their families as individuals, knowing that every family will have their own way of doing things, their own names for body parts etc. Cultural, ethnic and religious differences may affect what is or is not appropriate and where appropriate, staff will seek guidance and clarification, as well as respecting the wishes of the individual child.

Our approach to changing and care means that we promote independence by encouraging and allowing a child to manage their own self-care as much as is possible, developing a supportive or reassuring role. The

child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

If a child is fully dependent on the staff member, we ensure that staff talk with them about what they are doing and give them choices wherever possible. We also ensure that we communicate with the family and child to establish preferred methods or approaches.

7. Designated Staff

Staff who provide regular or specific intimate care are trained to do so (all staff undergo Child Protection and Moving and Handling training) and are fully aware of best practice through school Briefings and annual Child Protection updates.

It is usually the member of support staff allocated with the class group or individual child who will carry out the procedures. Where an Individual Health Care Plan or Intimate Care Agreement has been completed, a named member of staff will be included in this plan, with the understanding that an appropriate alternative member of staff may be called upon to carry out this care when necessary. If this alternative staff member requires support, they are encouraged to request this and it will be provided.

Supply staff are not permitted to carry out personal care for a child. Volunteers or individuals on work placement will not be involved in supporting children in this area of care and this is covered in the initial Volunteers' Induction.

At lunch and breaktimes, where the designated member of staff is not available, the most appropriate staff member (Pastoral or LSO) will undertake the role.

It is normal practice for only one adult to be involved in attending to a child's personal needs. Staff should ensure that another appropriate adult is informed of the task to be undertaken.

The member of staff undertaking the Intimate Care must record the care given on the designated proforma which provides a record of care given for school monitoring purposes. These records must be submitted to the Administrative Team.

Where there is a specific intimate medical intervention required, the designated member of staff delivering this intervention will be trained to do so. This will be recorded on the Medical Procedures Form.

All staff are accountable for maintaining collective vigilance with regard to the practice of Intimate Care in school as they are for all areas of school Health and Safety.

8. The Protection of Students

Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection.

All staff will be required to confirm that they have read the school's Child Protection Policy for clarification of practices and procedures.

Where specific needs determine that a child must have access to specialist equipment and facilities, these items will be provided to assist, for example for children who need special arrangements following assessment from physiotherapist/ occupational therapist.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted or intimate care given. Wherever possible one child will be catered for by one adult, unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Staff are advised to be sensitive to the needs of individual children undergoing developmental changes which may take place, such as the onset of puberty and menstruation. Where regular changes are required, staff should talk with the child and family to familiarise themselves with any specific terms the child or family uses for parts of the body.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate senior leader / designated person for child protection or deputy designated person.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.

9. Monitoring application of the Policy

The Policy will be reviewed every 2 years and brought to the Local Governing Body. School leaders (e.g. Executive Headteacher, Head of School, SENDCo, Assistant Headteachers) will carry out checks on procedure and on recordkeeping.

All staff will be required to confirm annually that they have read the school policy for clarification of practices and procedures.

10. Equality, Inclusion and Diversity

The Hub School is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.
- Delivering high-quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

Appendix

INTIMATE CARE PARENT AGREEMENT

In order to best meet the needs of your child when they are with us, and as part of their specific Individual Health Care Plan (IHCP), we would like to set up an agreement between parents and the school with regard to the school's duty of care and application of the Intimate Care Policy.

In accordance with The Education Alliance and The Hub School policy, intimate care is any care which involves toileting, washing, touching or carrying out an invasive procedure (such as cleaning up after a child who has wet or soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed by the Headteacher and SENDCo as competent should undertake the procedure.

Staff who provide specific or regular intimate care at The Hub School are trained to do so (all staff undergo Child Protection and Moving and Handling training) and are fully aware of best practice as outlined in the Policy.

Processes are monitored daily and your child's needs will be reviewed with you as part of their IHCP review meetings. Suitable equipment and facilities will be provided to assist with the care of your child.

In agreeing to this Intimate Care provision, the Parent agrees to:

- ensure that the child is changed at the latest possible time before being brought to school in the morning
- provide the school staff with spare pull-ups/nappies/underwear, a change of clothing and any prescribed creams (Please note: prescribed creams must be taken to the Main Reception and registered in accordance with the school's Medicine's Policy)
- the procedures that will be followed when their child is changed at school – including the use of wipes or application of the aforementioned cream
- notify the school should the child have any marks/rash which are covered by their underwear
- the creation or review of an Individual Health Care Plan as required
- take part in the review arrangements for intimate care as required

In agreeing to this Intimate Care provision, the School agrees to:

- change your child should the child soil or wet themselves
- change your child according to the Policy
- review your child's Individual Health Care Plan as required
- record monitor the number of times the child is changed
- share with parents any marks or rashes seen whilst changing

Parent/Carer Intimate Care Agreement

Please read and sign the consent agreement below and return it to the school.

Name of Child:

Name of Class Teacher:

Name of Key Intimate Care Staff*:

I will contact the school if there are any issues I would like to discuss.

Parent Carer Signature..... Date

Intimate Care Staff Signature Date

Headteacher Signature Date.....

*In the absence of the Key Intimate Care Staff member/s, this role will be designated to the most appropriate individual member of staff, paying attention to the child's individual needs.

Further Agency Information and Guidance

SENDIASS: Home

Humber NHS for Children and Families

<https://www.humber.nhs.uk/services/children-young-people-and-families/>

Portage:

<https://www.portage.org.uk/about/what-portage>

NHS:

<https://www.nhs.uk/conditions/pregnancy-and-baby/potty-training-tips/>

Institute of Health Visiting:

<https://ihv.org.uk/>

ERIC – Bladder and Bowel Health in Schools:

<https://www.eric.org.uk/healthy-bladders-and-bowels-at-school>

Bladder and Bowel UK:

<https://www.bbuk.org.uk/children-young-people/children-schools/>

PLEASE READ AND FOLLOW FOR INTIMATE CARE

- Check that you have all the items you need before you begin the process of Intimate Care
 - Where possible, the child should remain standing for the change to take place. Where not possible, use the designated changing table and mat.
 - Put on a disposable apron for the process.
 - The gloves provided should be worn.
 - Use the wipes provided to wipe the child. If the child is capable of wiping themselves, please supervise them to do so. Dispose of wipes in a nappy bag.
 - Talk to the child as you are changing them and explain what you are / they are doing.
 - Check that the child is comfortable.
 - If a prescribed cream is being used, apply carefully and according to instructions, again explaining what you are doing.
 - Dispose of wet / soiled nappies, pads or pull-ups in a nappy bag and place in the designated bins.
 - Double wrap soiled or wet clothing in bags and store temporarily in the Intimate Care or Shower Rooms before handing back to parents at the end of the school day.
 - Staff member to ensure the changing space is cleaned and disinfected.
- Dispose of gloves and apron in the designated bin provided.
- Child and adult to clean hands in warm, soapy water and dry.
 - Complete paperwork records and store securely.
 - Return the child to their classroom or learning activity.
 - Notify Administrative Staff of any depleting care resources



Child's Name:

The Hub School Individual Record of Intimate Care

Date	Time	Care Given	Staff Initials	Staff Notified	Notes / Follow-up Required



The Hub School Running Record of Intimate Care

Child's Name	Date	Time	Care Given	Staff Initials	Staff Notified	Notes / Follow-up Required