



Inspire Education Trust

Together we achieve, individually we grow

Intimate Care Procedure - Primary

Policy Date: September 2023

Review Date: September 2025

Document History

Version	Status		Date	Author	Summary Changes
V1			Oct 2021	S Ashworth	Complete revision of policy
V2			Sept 2023	R Darling	Minor amendments
V3			October	S Ashworth	Complete revision of procedure to be compliant with EYFS Statutory Framework Update in place from September 2025.

1. Principles

The Inspire Education Trust recognises its responsibility to safeguard and promote the welfare of all children. Meeting a pupil's intimate care needs is one essential aspect of safeguarding and dignity.

This procedure is underpinned by the Statutory Framework for the Early Years Foundation Stage (DfE, 2025) and must be read alongside the following school policies: - Safeguarding and Child Protection Policy

- Staff Code of Conduct and Safer Working Practice Guidance
- Whistleblowing and Allegations Management Policies
- Health and Safety Policy
- SEND and Inclusion Policy
- Administration of Medicines Policy

All staff responsible for intimate care undertake their duties in a professional manner and uphold the highest standards of practice, respecting the child's dignity, privacy, and individual needs.

2. Guiding Principles

Each child has the right to: -

- Be safe and treated with dignity and respect.
- Personal privacy during toileting or care.
- Be valued as an individual and encouraged to express preferences.
- Be involved in decisions about their own care, wherever possible.
- Have consistency in care routines.

All intimate care procedures must take place in a private and safe environment where the child cannot be observed by others. This aligns with EYFS 3.47.

3. Training, Recruitment and Supervision

- Only employed staff who have undergone safer recruitment checks (including enhanced DBS) may provide intimate care. (EYFS 3.4–3.7)
- Students or volunteers may assist only under direct supervision and never independently. They may only count in ratios if aged 16–17 and holding a valid Paediatric First Aid (PFA) certificate (EYFS 3.36–3.37).
- Staff engaged in intimate care receive annual safeguarding, infection control, and (where relevant) moving-and-handling training.
- Staff understand infection control procedures and wear gloves and aprons when appropriate.

4. Partnership with Parents

Parents/carers will: - Provide nappies, wipes, and a change of clothes as needed.
- Be informed the same day if their child has needed help with intimate care.
- Sign an Early Years Intimate Care Permission Form (Appendix 3).

Intimate care plans (or Personal Support Plans) are created for children requiring regular assistance and are reviewed annually or following any change in circumstance. These plans include details of how, when, and by whom care will be provided.

5. Privacy and Safeguarding Practice

- Wherever possible, two staff members are present during intimate care. If only one adult carries out care, another staff member must be informed before and after the procedure. (EYFS 3.47)
- Staff must speak respectfully, explain what they are doing, and use the child's preferred form of communication.
- Gender, cultural, and religious sensitivities will always be respected.
- All waste is disposed of in accordance with infection control and clinical waste regulations.
- No personal mobile phones, cameras, or smart devices may be carried during intimate care.

6. Record Keeping and Confidentiality

- Each intimate care incident is recorded using the Intimate Care Record Form (Appendix 2).
- Records must include the date, time, staff present, and any observations.
- Records are stored securely and retained for a minimum of six years.
- Information is treated confidentially and shared only with those who need to know.

7. Paediatric First Aid and Emergencies

- At least one member of staff with a full Paediatric First Aid (PFA) certificate is on site whenever children are present and accompanies them on outings. (EYFS 3.36–3.37)
- If a child becomes distressed or unwell during intimate care, staff must follow emergency procedures and seek assistance immediately.

8. Absence Monitoring and Welfare

- Repeated toileting accidents, distress, or changes in behaviour are logged and reviewed by the EYFS Lead.
- Prolonged or unexplained absences are followed up as part of safeguarding and attendance monitoring procedures. (EYFS 3.69–3.70)

9. Offsite visits

- Risk assessments for educational visits include arrangements for intimate care.
- Suitable facilities and supervision are identified before departure to ensure privacy and safeguarding standards equivalent to those in school.

10. Child Protection

- Any marks, bruises, or injuries noticed during intimate care are reported immediately to the Designated Safeguarding Lead (DSL) and recorded in accordance with safeguarding procedures.
- If a child becomes unusually distressed about being cared for by a specific adult, this must be reported to the DSL or Headteacher and investigated.
- Staff concerns about unsafe practice are raised through the school's Whistleblowing Policy (EYFS 3.6).
- Allegations against staff are managed following statutory procedures and reported to the Local Authority Designated Officer (LADO).

11. Medical Procedures

- Pupils requiring invasive or medical procedures have a written healthcare plan agreed by staff, parents, and healthcare professionals.
- Only staff trained in the procedure will administer intimate medical care.
- Appropriate infection control and disposal procedures are followed at all times.

12. Governance, Monitoring and Review

- The EYFS Lead monitors implementation of this procedure annually.
- The policy is reviewed every 12 months or earlier if statutory changes occur. (EYFS 3.4)
- The Inspire Education Trust Board has overall oversight and may delegate review responsibilities in line with the Scheme of Delegation.

13. Appendices

1. Personal Care Plan (EYFS 3.47 reference)
2. Intimate Care Record Form
3. Parental Consent for Intimate Care (EYFS FS1 & FS2)
4. Personal Care Risk Assessment

Appendix 1

Personal Care Plan

To be kept in Intimate Care Record folder

Child's Name:

DOB:

Completed by:

Date of Plan:

Date to review Plan:

Who will change the child?
How will the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor
Who will provide the resources? e.g. wipes, nappies, disposable gloves
How will the changing occasions be recorded and if/ how this will be communicated to child's parent/ carer
How will wet/ soiled clothes be dealt with?
What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed
Consider referring to the schools child protection policy and procedures
Agree a minimum number of changes
How will the child be encouraged to participate in the procedure?
Any other comments/ important information: e.g. medical information

This plan has been discussed with me and I agree to change my child at the last possible moment before he/ she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Signed: _____

Date: _____

Parent/ Carer's Full Name:

Appendix 2

Record of Intimate Care Intervention

To be kept in Intimate Care Record folder

Child's Name _____

Class/ Year Group: _____

Name of Support Staff Involved: _____

Date	Time	Procedure	Staff signature	Second signature

Appendix 3

Early Years Foundation Stage Permission Form for Intimate Care

Dear Parents

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

- The Inspire Education Trust has an Intimate Care Policy which is available to view on our website.

Please fill out the permission slip below stating your preference.

Yours sincerely

[NAME]
Headteacher

Consent for Intimate Care

Name of Child.....

Class.....

Please tick as appropriate

- I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of XX Academy.
- I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....

Date.....

Appendix 4

Personal Care Risk Assessment

To be kept in Intimate Care Record folder

Child's Name:

Date:

	Yes	Notes
1. Does weight /size/ shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain / discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury / pregnancy)		
10. Are there any risks concerning individual capability (Pupil) General Fragility, Fragile bones Head control Epilepsy, Other		
11. Are there any environmental risks? Heat/ Cold		

If Yes to any of the above complete a detailed personal care plan.

Date:

Signed:

Written by:
Reviewed by:

Sarah Ashworth
Rob Darling

October 2021
September 2023

Next Review Date:

September 2025

Approved by Head of Education, Primary:

1 September 2023

Signed:

A handwritten signature in black ink, appearing to read 'R. Darling', is written over a horizontal line.

Rob Darling
Head of Education, Primary