



OAKDENE
PRIMARY ACADEMY

GROWING FOR EXCELLENCE

INTIMATE CARE

2026-2029

Version Number: 01

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Academy Link: C Hughes

A GREAT
PLACE
**TO BE A
PART OF**

MEMBER OF THE WADE DEACON TRUST

Intimate Care Policy

1. Statement of Intent

At Oakdene Primary Academy, we are committed to ensuring that all children are treated with dignity, respect, sensitivity and compassion during intimate and personal care routines.

We recognise that intimate care is a normal part of children's development and wellbeing, particularly within the Early Years Foundation Stage (EYFS) and for children with additional needs. Our approach is child-centred, inclusive and safeguarding-focused, ensuring that every child feels safe, secure, valued and supported at all times.

In line with statutory safeguarding guidance and the EYFS framework, all intimate care is carried out safely, respectfully and in a way that promotes children's wellbeing, independence and development.

We believe intimate care should:

- protect children's dignity and privacy
- support emotional wellbeing
- promote independence
- reflect robust safeguarding practice
- respond to individual needs
- involve strong partnerships with families
- support inclusion and belonging

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND Policy
- Health and Safety Policy
- Behaviour Policy
- EYFS Policy
- Supporting Children with Medical Needs Policy
- Staff Code of Conduct

2. Definition of Intimate Care

Intimate care refers to any care involving washing, touching or carrying out a personal procedure that many children can usually complete independently.

This may include:

- nappy changing
- toileting support
- changing clothes following accidents
- personal hygiene support

- continence support
- care linked to menstruation
- changing after outdoor or water-based learning
- personal care linked to SEND or medical needs

3. Background and Context

Most children achieve continence before starting full-time school. However, due to inclusion and early years provision, many children in mainstream settings require support with personal care.

Continence is a key life skill which supports:

- independence
- self-esteem
- inclusion in school life
- Children with continence needs may include:
 - children who are late developers
 - children with developmental delay
 - children with physical disabilities (e.g. cerebral palsy, spina bifida)
 - children with behavioural or emotional needs

Difficulties with continence can be distressing for children and families. Supportive, respectful care is essential to enable children to fully access school life.

4. Principles of Good Practice

All intimate care at Oakdene Primary Academy is guided by the following principles

- Every child has the right to dignity, privacy and respect
- Children should feel safe, reassured and listened to
- Care should promote independence wherever possible
- Children should be involved in decisions about their care
- Intimate care is never rushed or used as a consequence
- Children must never be excluded due to toileting or care needs
- Staff must work in partnership with families
- Safeguarding is paramount at all times

Each child's needs will be considered individually, and reasonable adjustments will be made to ensure inclusion.

5. Safeguarding and Safer Working Practice

Safeguarding underpins all intimate care procedures in line with Keeping Children Safe in Education (KCSIE).

Staff will:

- maintain professional boundaries
- explain actions in an age-appropriate and respectful way
- encourage independence
- inform another adult when providing intimate care
- record intimate care appropriately
- report concerns immediately to the Designated Safeguarding Lead (DSL)

To ensure safety and accountability:

- doors should not be fully locked
- privacy is respected without compromising safeguarding
- consideration is given to staff and child preferences, including gender
- additional staff may be present where required
- Any marks, injuries or safeguarding concerns must be reported immediately.

6. Early Years Toileting and Continence

In line with EYFS guidance:

- children will not be delayed entry or excluded due to toileting needs
- staff will support children sensitively and without judgement
- independence will be encouraged gradually

Staff will:

- respond promptly to children's need
- use PPE (gloves, apron)
- follow hygiene and infection control procedures
- ensure changing areas are clean and appropriately resourced

7. Supporting Children with SEND or Medical Needs

Some children require additional support due to SEND or medical needs. Where ongoing support is required, an Individual Intimate Care Plan (IICP) will be developed with:

- parents/carers
- SENDCo
- relevant health professionals

Plans may include:

- toileting routines
- communication strategies

- medical information
- staffing arrangements
- independence goals
- safeguarding considerations

8. Menstruation

Some primary-aged pupils may begin menstruation.

Support will:

- be provided sensitively and discreetly
- promote independence where appropriate
- include individual planning where additional support is required

A risk assessment and care plan will be put in place where necessary.

9. Promoting Independence

Promoting independence is a key priority.

Staff will:

- encourage children to complete tasks independently
- use modelling and routines
- provide reassurance and praise
- support children at their own pace

Children will never be rushed, pressured or compared negatively.

10. Partnership with Families

We value strong relationships with families.

The school will:

- communicate openly and sensitively
- agree care approaches collaboratively
- review arrangements regularly

Parents/carers are expected to provide:

- spare clothing
- nappies/pull-ups
- wipes and creams where needed
- relevant medical or developmental information

11. Procedures

- Written parental permission must be obtained (Appendix 1)
- Parents will be informed discreetly when intimate care is provided
- Staff will use appropriate PPE

- Children should be changed by one adult where appropriate
- Another staff member must be informed before care takes place
- If safe and appropriate, children will be supported to stand during changing
- Parents will not be expected to attend school to provide intimate care unless there is any specific need where a reasonable adaptation is required.

12. Record Keeping

Records will be maintained to ensure:

- consistency of care
- communication with families
- safeguarding oversight
- Records may include:
 - date and time
 - reason for care
 - staff involved
 - any concerns or observations

13. Health and Hygiene

Staff will:

- follow infection prevention procedures
- wear PPE
- clean and disinfect surfaces
- dispose of waste safely
- promote effective handwashing

14. Training and Staff Support

All staff involved in intimate care will receive:

- safeguarding training (including KCSIE)
- safer working practice guidance
- EYFS/intimate care training
- SEND and medical training where required
- Leaders will ensure staff feel confident and supported.

15. Monitoring and Review

This policy will be reviewed regularly to ensure

- compliance with statutory guidance
- robust safeguarding practice
- high standards of care
- inclusion and wellbeing for all pupil

Appendix 1

Oakdene Primary Academy

Parental Permission for Intimate Care

I give permission forto receive intimate care (for example helping with changing or following toileting) should the need arise.

I understand the staff are doing this on a voluntary basis and will endeavour to encourage my child to achieve independence in this area with dignity and respect.

I will provide the necessary change of clothes.

I understand I will be informed discretely on each occasion this happens.

Child's name:

Date:

Signed

Person with legal responsibility for

Appendix 2

Child Record of Intimate care Proforma

Record of Intimate Care for

Date	Staff	Time and duration	Comment - if no concerns please leave blank. If any issues, please record below and record on CPOMS	Staff Signature

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Appendix 3

Equipment needed:

- Wash hands thoroughly with soap and water prior to giving support
- Wear non-Latex gloves, apron
- Use non allergic baby wipes if necessary
- Dispose of non-flushable items in a bin. Sanitary products must be disposed of in the sanitary bins provided.
- Antibacterial spray / wipes to be used as necessary when child left the area
- PPE to be disposed of in bin
- Wash hands thoroughly with soap and water after supporting child with incontinence