

Holy Family Catholic Primary School



The Rosary Trust

Intimate Care Policy July 2026

Approved by:	Local Governing Body
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Next review by:	July 2027
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Mission Statement

This policy has been written in line with the school's mission statement:

"In our Catholic School, with God at the centre of our lives, we offer every child a high standard of education. We meet individual needs, in a caring and loving community, which celebrates our faith."

1. Policy Statement

Holy Family Catholic Primary School is committed to safeguarding and promoting the welfare of all pupils. We recognise that some children may require assistance with intimate care as part of their personal, medical, developmental or educational needs.

The school is committed to ensuring that intimate care is provided safely, sensitively and respectfully, maintaining the dignity, privacy and wellbeing of every child at all times.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Supporting Children with Medical Conditions Policy
- Behaviour and Relationships Policy
- SEND Policy
- Health and Safety Policy
- Equality Information and Objectives

Children who require intimate care will be supported in a way that promotes independence wherever possible.

2. Aims

This policy aims to:

- Safeguard the rights, dignity and wellbeing of pupils.
- Provide clear guidance for staff and parents regarding intimate care.
- Ensure that intimate care is provided consistently and respectfully.
- Protect children and staff from misunderstanding or allegations.
- Promote independence and self-care skills.
- Ensure effective partnership working with parents and carers.
- Support inclusive practice and equal opportunities for all pupils.

No child will be excluded from school activities on the basis of needing intimate care support.

3. Definition of Intimate Care

Intimate care involves support associated with bodily functions, personal hygiene and personal care tasks.

This may include:

- Assisting with dressing or undressing.
- Supporting toileting needs.
- Cleaning a child who has soiled themselves.
- Changing nappies or continence products where required.
- Providing comfort and reassurance where personal care is needed.
- Supporting a child with medical or healthcare procedures.
- Assisting with washing or hygiene needs.

The level of support required will vary according to a child's age, developmental stage, medical needs and individual circumstances.

4. Principles of Intimate Care

All intimate care will be delivered in accordance with the following principles:

- The child's dignity and privacy will always be respected.
- Every child will be treated with sensitivity and compassion.
- Care will be child-centred and responsive to individual needs.
- Children will be encouraged to participate in their own care wherever possible.
- Staff will explain what they are doing and seek the child's cooperation.
- The child's wishes, feelings and preferences will be considered.
- The minimum level of physical contact necessary will be used.
- All intimate care will be carried out in line with safeguarding procedures.

5. Individual Intimate Care Plans

Some pupils may require regular or ongoing intimate care support. Where a child has an identified continence need, medical condition, disability or SEND which requires regular intimate care, the school will develop an Individual Healthcare Plan and/or Individual Intimate Care Plan in partnership with:

- Parents and carers.

- Relevant school staff.
- Health professionals where appropriate.
- The child, where appropriate.

The plan will clearly outline:

- The child's needs.
- Agreed care procedures.
- Equipment required.
- Staff responsibilities.
- Arrangements for trips and educational visits.
- Review arrangements.

Where a pupil requires regular or ongoing intimate care support, an Individual Intimate Care Plan (Appendix B) will be completed and reviewed in partnership with parents/carers and relevant professionals, where appropriate. The plan will set out the child's needs, agreed care procedures, staffing arrangements, equipment requirements, arrangements for educational visits and strategies to promote the child's independence wherever possible. Individual Intimate Care Plans will be reviewed at least annually, or sooner where a child's needs change.

6. Roles and Responsibilities

Headteacher

The Headteacher will:

- Ensure this policy is implemented effectively.
- Ensure appropriate training is provided.
- Ensure suitable facilities and resources are available.
- Monitor safeguarding arrangements relating to intimate care.

Staff

Staff providing intimate care will:

- Follow this policy and any agreed care plans.
- Respect children's dignity and privacy.
- Complete any required records.
- Report concerns immediately in accordance with safeguarding procedures.
- Use appropriate PPE and hygiene measures.
- Receive appropriate training, guidance and supervision relevant to the needs of the pupils they support.

Parents and Carers

Parents and carers will:

- Provide relevant information about their child's needs.
- Supply spare clothing and appropriate care products where required.

- Work with the school to develop care plans where necessary.
- Inform the school of any changes to care needs.

7. Supporting Dressing and Undressing

Staff may occasionally assist pupils with dressing and undressing, particularly:

- In Early Years.
- Following toileting accidents.
- During swimming activities.
- Following medical incidents.

Children will always be encouraged to manage independently wherever possible.

Staff supporting changing for swimming will:

- Maintain privacy and dignity.
- Ensure there is never a one-to-one unsupervised changing situation.
- Ensure no mobile phones or image capturing devices are present.

8. Comforting and Reassuring Pupils

Children may seek physical comfort during times of distress.

Appropriate physical contact may be used to:

- Provide comfort.
- Reassure a child.
- Support emotional wellbeing.

Such contact must:

- Be appropriate to the child's age and needs.
- Be child-focused.
- Never be secretive.
- Never compromise the child's dignity or safety.

9. Intimate Care Following Soiling Incidents

Where a child requires cleaning after soiling themselves:

- Staff will reassure the child and protect their dignity.
- Gloves and any other appropriate PPE will be worn.
- The child will be encouraged to participate in cleaning themselves as much as possible.
- Staff will provide only the assistance necessary.
- Soiled clothing will be placed in a sealed bag and returned home.
- Hygiene and infection control procedures will be followed throughout.

Where possible, parental consent will be obtained in advance for emergency intimate care support.

If parents cannot be contacted and delaying care would place the child at risk of discomfort, distress or harm, staff will act in the child's best interests and inform parents as soon as possible afterwards.

10. Recording Intimate Care

All significant intimate care incidents will be recorded. Any injuries, marks, changes in presentation or safeguarding concerns identified during intimate care must be reported immediately to the Designated Safeguarding Lead and recorded in accordance with the school's safeguarding procedures.

Records should include:

- Child's name.
- Date and time.
- Reason intimate care was required.
- Staff involved.
- Any concerns identified.
- Communication with parents.

Records will be stored securely in accordance with the school's data protection procedures.

Significant intimate care incidents should be recorded using the school's Intimate Care Record Form (Appendix A).

Where an Individual Intimate Care Plan is in place, records should be maintained in accordance with the arrangements set out within that plan and using the school's Intimate Care Record Form (Appendix A).

Appendices

The following appendices form part of this policy and should be used where appropriate:

- Appendix A – Intimate Care Record Form
- Appendix B – Individual Intimate Care Plan



Holy Family Catholic Primary School

Maltings Lane, Witham, Essex.
CM8 1DX

Appendix A – Intimate Care Record Form

Intimate Care Record

Child's Name:	Class:
Date:	Time:
Staff Member(s) Involved:	

Reason Intimate Care Was Required

- | | | |
|---|---|---------------------------------------|
| ☐ Toileting accident | ☐ Wet clothing | ☐ Medical need |
| ☐ Soiling incident | ☐ Continence support | ☐ Other: |

Details of Care Provided

Child's Presentation / Response

Any Injuries, Marks or Safeguarding Concerns Noted?

☐ No	☐ Yes (add details below and upload to CPOMS)
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Parent/Carer Communication

☐ Parent informed in person	☐ Telephone call	☐ Email/message
☐ Parent not available	Details:	

Follow-Up Required?

☐ No	☐ Yes - Details:
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Record Completed By



Name: _____ Date: _____

Headteacher / DSL Review (if required)

Reviewed by: _____

Action Taken: _____

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Appendix B – Individual Intimate Care Plan

Individual Intimate Care Plan

This plan has been developed in partnership with parents/carers and relevant professionals to ensure that intimate care is provided safely, respectfully and consistently, whilst promoting the pupil's dignity, wellbeing and independence. The plan should be read alongside the school's Intimate Care Policy.

1. Pupil Information

Pupil Name:		Year group:
NHS No. (if applicable):		
Medical condition / diagnosis:		
SEND Need (if applicable)		
Date agreed:	Review date:	

2. Parent / Carer Details

Parent name:	
Relationship to child:	
Phone number:	
Email:	

Alternative contact name:	
Relationship to child:	
Phone number:	

3. Description of Intimate Care Needs

Please provide details of the pupil's intimate care needs:

Reason support is required:

- | | | |
|---|--|---|
| ☐ Continence need | ☐ Medical condition | ☐ Temporary illness/injury |
| ☐ Delayed toileting skills | ☐ Disability | ☐ Other_____ |

4. Agreed Intimate Care Procedures

The pupil requires assistance with:

- | | | |
|---|---|--|
| ☐ Toileting | ☐ Cleaning following soiling | ☐ Medical procedure |
| ☐ Changing clothing | ☐ Dressing/undressing | ☐ Washing/hygiene support |
| ☐ Nappy/ continence product changing | | |
| ☐ Other: _____ | | |

Detailed agreed procedure:

5. Promoting Independence

The pupil can independently:

- | | | |
|---|--|--|
| ☐ Recognise need to use toilet | ☐ Wash hands | ☐ Dress themselves |
| ☐ Use toilet independently | ☐ Change clothing | ☐ Communicate their needs |

Other: _____

Strategies staff should use to encourage independence:

6. Communication and Privacy

Preferred method of communication with pupil during intimate care:

Any cultural, religious or personal considerations:

Agreed privacy arrangements:

7. Equipment and Resources Required

☐ Spare clothing	☐ Wipes	☐ Nappies/continence products
☐ Disposable gloves	☐ Aprons	☐ Changing mat

☐ Medical equipment	☐ Other:	

Items provided by parents/carers:

Storage arrangements:

8. Staffing Arrangements

Staff authorised to provide intimate care support:	
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Additional training required:

Date training completed (if applicable):

9. Health and Safety Considerations

Relevant medical advice:

Risk assessment required?

☐ No	☐ Yes -If yes, date completed:
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Manual handling considerations:

10. Educational Visits and Off-Site Activities

Arrangements for school trips, educational visits and residential activities:

Equipment required:

11. Record Keeping

The following records will be maintained:

☐ Intimate Care Record Forms

☐ Communication Log with Parents

☐ Medical Records

☐ Healthcare Plan Records

Other:

12. Review Arrangements

This plan will be reviewed:

☐ Termly

☐ Annually

☐ Following a change in needs

☐ Following advice from health professionals

Next review date:

13. Agreement

We agree that the intimate care described within this plan meets the child's needs and will be implemented consistently to ensure the pupil's dignity, safety and wellbeing.

Name	Role	Signature	Date
	Parent/Carer		
	Headteacher		
	Inclusion Manager		
	Class Teacher		
	Healthcare professional		

Confidentiality Statement

This document contains sensitive personal information and must be stored securely in accordance with the school's data protection procedures. Access should be limited to staff who require the information in order to support the pupil safely and effectively.

This appendix aligns directly with Section 5 of your policy, which requires plans to identify the child's needs, agreed care procedures, equipment required, staff responsibilities, arrangements for trips and review arrangements.