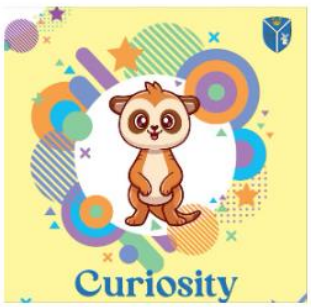
BURSTOW
PRIMARY SCHOOL

INTIMATE CARE AND EARLY YEARS INTIMATE CARE POLICY

Review Date: February 2027
Published: February 2026









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Statement of intent

Burstow 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 Governors recognise their 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 and respect when intimate care is given, and no pupil will be left feeling embarrassed.

1. Legal framework

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

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

1.2. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- First Aid and medicine Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy

2. Definitions

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

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

1.4. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

1.5. Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

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

3. Health and safety

1.7. The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

1.8. Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so

1.9. Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

1.10. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately, in line with the EYFS section of this policy – double bag and put into waste bin.

1.11. Where one pupil requires intimate care/toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin, as per health and safety guidelines.

1.12. Where more than one pupil requires intimate care, nappies, incontinence pads and medical bags will be disposed as follows: Double bagged and put in waste bin.

1.13. The changing area or toilet will be left clean.

1.14. Hot water and soap are available to wash hands.

1.15. Paper towels are available to dry hands.

4. Staff and facilities

1.16. Staff members who provide intimate care are trained to do so, and are fully aware of best practice. Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams (this would only be with parental consent – see child's care plan)
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Spillage kit

1.17. Mobile pupils will be changed while standing up.

1.18. Pupils who are not mobile will be changed on a purpose-built changing bed or changing mat on the floor.

1.19. Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty or menstruation.

5. School responsibilities

1.20. Arrangements will be made with a multi-agency, if appropriate, to discuss the personal care needs of any pupil prior to them attending the school.

1.21. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.

1.22. In liaison with the pupil and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

1.23. Regular review consultations will be arranged with all parents and pupils regarding toilet facilities.

1.24. The privacy and dignity of any pupil who requires intimate care will be respected at all times.

1.25. A trained member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.

1.26. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.

1.27. Members of staff will react to accidents in a calm and sympathetic manner.

1.28. Accurate records of times, staff, and any other details of incidents of intimate care will be kept, and they will be stored in the class of the child.

1.29. Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff.

1.30. A minimum number of changes will be agreed.

1.31. The family's cultural practices will always be taken into account for cases of intimate care.

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

1.33. Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

6. Parental responsibilities

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

1.35. Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

1.36. Parents will inform the school should their child have any marks/rashes.

1.37. Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

1.38. All EYFS parents sign an intimate care form each year to give permission to assist their child

7. Safeguarding

1.39. 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. One staff member will alert the other if they are going to change a child.

1.40. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.

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

1.42. Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care.

1.43. 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. Offsite visits

1.44. Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

1.45. Staff will apply all the procedures described in this policy during residential and off-site visits.

1.46. Meetings with pupils away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the Headteacher.

1.47. Consent from a parent will be obtained and recorded prior to any offsite visit.

Toilet Training

Members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet.

Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked.

Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

All pupils will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing pupils 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. Where pupils are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

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 offered assistance to change or be changed by a member of staff regardless of their age.

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

Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed at handover with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the Headteacher and the pupil's parents**.**

9. Policy review

This policy is reviewed **every year** by the **Headteacher and the DSL.**

Appendix 1 - Record of Intimate Care Intervention (to be kept in a folder)

In Nursery and Reception, there is a log of all intimate care interventions (see below)

Child's name	Date	Time	Procedure	Staff signature	Second signature

					(W=witnessed procedure; A=aware)

In Year1-Year 6 there will be individual intimate care sheets (see below)

Child's name:	

Date	Time	Procedure	Staff name	Second signature

Appendix 2 - Toilet Management Plan

If a child is in need of ongoing individualised support which is over and above the expected level for the age and stage of the child, a toilet management plan is created by staff in consultation with parents.

Pupil's name:	Class/year group:
Name of personal assistant:	
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	Personal assistant will	Parents will	Target achieved date

Signed_____ Parent

Signed_____ Key staff member

Signed_____ Second member of staff

Signed_____ Pupil (where appropriate)

Appendix 3 - Nappy changing/toilet reminder

Where children where a nappy or pull up, adults check children at regular intervals and record on form (see below)

Nappy changing or toilet reminder sheet

Please check children, who are wearing a nappy or pull-up, at regular intervals and record on the chart below. However, change a nappy straight away if you notice they are wet or soiled, do not wait for the scheduled time. Always replace a nappy if it was clean/dry at the previous check.

Children who have been recently toilet trained, send or take them to the toilet regularly to build on their success.

Name	9.30am	11am	12.30pm	2pm

☆ Nappy Changing Checklist ☆

Scheduled Checks

✅ Check nappies at **9:30 • 11:00 • 12:30 • 2:00**
✅ Change straight away if wet or soiled; replace if clean/dry at previous check
✅ Record all checks and changes in the **intimate care folder**

Step 1: Prepare

🧴 Gather: clean nappy, wipes, gloves, apron, nappy sack
👀 Never leave a child unattended

Step 2: Position

🪜 On changing table: help child up the steps, always keep one hand on them
🧸 On floor: use a clean changing mat

Step 3: Clean

🧻 Remove dirty nappy, use it to wipe bulk away
👧 Girls: wipe **front to back**
👦 Boys: clean thoroughly, penis pointing down before fastening
🧴 Apply cream only if **parent permission given**

Step 4: Finish

🧷 Put on clean nappy securely
🗑️ Roll up dirty nappy, gloves & apron → lidded bin
🧼 Wash your hands + help child wash theirs
🧽 Clean and sanitise changing surface

Dignity & Respect

💬 Talk to the child throughout
🛡️ Maintain privacy & reassurance

Parents & Safeguarding

📋 Share observations with parents (rashes, bowel movements)
📄 Tell parents if supplies are low
✍️ Written consent for creams
🌈 Support children with additional needs with a care plan

Appendix 4 - Intimate Care Permission Form

Dear Parent / Carer,

RE: EARLY YEARS INTIMATE CARE CONSENT FORM
(Changing children if wet or soiled from toileting accidents)

We are writing to seek permission from parents/carers of our youngest children to assist the children with their intimate care in accordance with our Intimate Care Policy.

Please find our **Early Years Intimate Care Policy** on our school website under the tab **Parent Information** and click on the **Policies** page.

Our staff are all experienced in assisting children with their intimate care if they should need it. They undertake this with sensitivity and respect for the dignity of each child.

Where and when able to do so, children will be encouraged to be independent in their toileting, however staff will inform you if your child has had an accident and has been supported. If due to medical reasons or your child needs support that is more specific we will ask parents/carers to complete an Intimate Care Plan with us. We will work alongside parents/carers to support the children in our care to build independence with their toileting week to week.

We would be grateful if you could please complete the attached intimate care consent form and return it to your child's class teacher during the home visit, to confirm that you are happy for our staff to carry out intimate care procedures if and when necessary.

Thank you for your continued support.

Yours faithfully,

Early Years Team