



**ASPIRE LEARNING
PARTNERSHIP OF SCHOOLS**

Intimate Care Policy

Date of Approval:	20 May 2026
Date of Next Review:	May 2028
Signed: Executive Headteacher	M Talbot
Signed: Chair of Governors	M Hall

Document History

Date	Change Reference	Summary of Change
September 2025	<i>Section 2: Legislation and Statutory Guidance</i>	Update: Now explicitly references <i>Keeping Children Safe in Education (KCSIE 2025)</i> , <i>Equality Act 2010</i> , and <i>DfE guidance</i> . Reason: Improves clarity and ensures compliance with current statutory documents.
	<i>Section 3.1: Seeking Parental Permission</i>	Update: Adds provision for urgent care if parents cannot be contacted, with notification afterward. Reason: Ensures pupil comfort and safety in emergencies while maintaining parental involvement.
	<i>Section 3.2: Creating an Intimate Care Plan</i>	Update: Specifies that plans are reviewed twice a year and distributed electronically. Reason: Aligns with school systems and ensures staff access and accountability.
	<i>Section 4.1: Staff Roles</i>	Update: Clarifies eligible staff roles (Learning Support Assistants and Teaching Assistants) and confirms DBS checks. Reason: Reflects staffing structures and reinforces safeguarding protocols.
	<i>Section 5.1: Procedure Protocols</i>	Update: Allows for one staff member to carry out care if two are not available, with logging and colleague notification. Reason: Adds flexibility while maintaining safeguarding standards.
	<i>Section 6: Monitoring Arrangements</i>	Update: Policy now reviewed by the Headteacher and Senior Leadership Team , and approved by governing committees . Reason: Reflects updated governance and review responsibilities.

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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
 - The dignity, rights and wellbeing of children are safeguarded
 - Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
 - Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
 - Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved
- Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children’s intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance including Keeping Children Safe in Education (KCSIE 2025), the Equality Act 2010, and relevant Department for Education (DfE) guidance.

3. Role of parents/carers

3.1 Seeking parental permission

For children who need routine or occasional intimate care, parents will be asked to sign a consent form. For children whose needs are more complex, an intimate care plan will be created in discussion with parents/carers, the child (when possible), and any relevant health professionals. Where there isn’t an intimate care plan or parental consent in place, parental permission will be sought before performing any intimate care procedure. If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be performed to ensure the child is comfortable, and parents will be informed afterwards.

3.2 Creating an intimate care plan

The plan will be reviewed twice a year.

The unified policy recommends an annual review each September. Relevant staff will receive an electronic copy of the plan.

Staff are required to confirm they have understood and will follow the plan.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach.

Parents/carers are expected to share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles that may carry out intimate care will have this set out in their job description. This includes Learning Support Assistants (GJS) and Teaching Assistants (GFS). No other staff members can be required to provide intimate care. All staff involved will have undergone enhanced DBS checks and employment history verification.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- Manual handling training if necessary

They will be familiar with:

- Risk assessments
- Hygiene and health and safety procedures

Staff are encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

When practicable, two members of staff will be present during intimate care. If not possible, staff must inform a colleague before and after the procedure and log the care provided. Procedures will be carried out in the nearest hygienic and private toilet area. Staff will be provided with protective aprons, gloves, cleaning supplies, changing mats, and bins. Parents are expected to provide a week's worth of necessary supplies (e.g., nappies, underwear, spare clothing). Soiled clothing will be securely contained, labelled, and discreetly returned.

5.2 Concerns about safeguarding

Staff will report any concerns about physical changes (e.g., marks, bruises) using the school's safeguarding procedures. Accidents or issues during care must be reported to the Designated Safeguarding Lead (DSL) or deputy DSL. If a child makes an allegation, another staff member will take over care and the incident will be investigated per safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed annually by the HoS and Senior Leadership Team, and approved by the governing committees of both schools.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility Plan
- Child Protection and Safeguarding
- Health and Safety
- Special Educational Needs and Disabilities (SEND)
- Supporting Pupils with Medical Conditions

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year. Next review date:

To be reviewed by:

Appendix 2: Template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	