



Inspire Learning, Ignite Curiosity

**Marlow C of E Infant School
Intimate Care policy
2025**

Then God said, “Let us make humankind in our image, in our likeness”

Genesis 1:26

Rationale

At Marlow Church of England Infant School our curriculum aim is to inspire learning and ignite curiosity, within a welcoming Christian and spiritual community.

This bible verse above underpins our Christian vision. It tells us that every individual is created in God's image and so this leads us to conclude that everyone is precious and valuable. As a result of this we focus on treating everybody with respect and dignity because we acknowledge their God given value and unique identity.

To help us achieve our vision we concentrate on:

- Embracing the uniqueness of everybody and being inclusive of all
- Empowering all to be enthusiastic learners
- Ensuring that every child feels nurtured, supported and safe
- Enriching learning through progressive teaching methods and technology
- Being responsible to and for society
- Being good citizens of the planet
- Embodying a Christian and spiritual community
- Being guided by our values of respect, kindness, perseverance, forgiveness, thankfulness and service

As a school we support the rights of children and these rights are encompassed in UN Convention of the Rights of the Child. This policy focuses on helping to realise *Article 19: “All children have the right to be protected from being hurt and mistreated, in body or mind”* and *Article 28: All children have the right to a good quality education”*.

Introduction

At Marlow C of E Infant School, we believe that a policy concerning intimate care is founded on the right of all children to be safe and feel safe, and that it is the fundamental obligation on all schools to robustly secure this right.

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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents 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 children involved
- Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

Role of parents

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

All new Reception parents and carers will be sent this policy and associated appendices and will be asked to complete an intimate care permission so we can support all children if they need it during their time at Marlow C of E Infant School.

Any child who joins the school during the school year will be given this policy to read, asked to give permission for the school to give intimate care and highlight if they think their child needs an intimate care plan.

Due to the age of our children an intimate change due to an accident is not unusual. If the child is able to change and manage itself then only 1 member of staff is needed. Spare clothes will be given and soiled clothes will be bagged and given back discreetly at the end of the day. If the accident is due to a tummy upset then staff would clean the child up, encouraging as much of the change to be done by the child, bag up the clothes and ask an office staff member to call home.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

We will work with parents and carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately. Subject to their age and understanding, the preferences of the child will also be taken into account. Given the age of our children in the school parents and carers will always be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See Appendix I for the intimate care plan template

Sharing information

We will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

Role of staff

Which staff will be responsible

Due to the age and stage of our children any member of staff may be required to change or assist in an intimate care change. However, it is likely that a set team will support a child to ensure consistency on a daily basis.

It is expected that any member of staff could carry out intimate care and this expectation is outlined in their job description. This includes Learning Support Assistants and Teaching Assistants.

At Marlow CE Infant school all staff have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history. Therefore, any member of staff can assist and help, when needed. All intimate care procedures will be allocated 2 members of staff.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training in line with safeguarding requirements
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed.

Role of the child

If a child needs this level of care as they get older in the school their views, if able to, will be added to the plan shown in Appendix I and they will be involved in the way the care will be carried out.

Intimate care procedures

How procedures will happen

Most intimate care situations will have 2 members of staff involved. One member of staff to complete the care and another supervising. If training is required we will ensure a range of people are trained in order to ensure support is available when members of staff are not in.

If, at times of high sickness rates, a member of the senior leadership team will either assist in the care or ensure adults are moved from around the school to support the child.

If a child has had an accident and can help the adult to change themselves, only one member of staff is required as long as they are not in an enclosed space, shut in space. These types of intimate care can generally be dealt with in our school toilets.

Most intimate care procedures will be carried out in our disabled toilet, which is situated in the Reception central area.

When carrying out procedures, the school will provide staff with:

Include a list of the equipment your school provides to staff, such as protective gloves, cleaning supplies, changing mats and bins.

- Protective gloves (and disposable apron if required due to the nature of the procedure)
- Use the normal toilets for children who are able to assist in the change
- Use the changing mat in the disabled toilet. The mat is then wiped down and stored for the next usage
- Dispose of any nappies in a nappy bag in the general waste bin outside.
- Use equipment supplied for the child (if a routine procedure)
- Follow any healthcare plans in place for the child (if a routine procedure)

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the head teacher or in their absence the most

senior member of staff on site. The accident will be reported on CPOMS. The parents will be informed at the earliest opportunity.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Monitoring arrangements

This policy will be reviewed every year.

At every review, the policy will be approved by the Governing Body.

This policy will be reviewed annually but updates may be made more often than this should circumstances require it.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN
- Supporting pupils with medical conditions
- Keeping Children Safe in Education Document
- Fire and Evacuation Policy

Appendix 1: Intimate care plan

Appendix 2: Parent/carers consent form

Date reviewed: September 202

Date of next review: September 2026

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Appendix 1 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 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)	☐
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)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
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). 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). 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.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	