A Blessed Christopher Wharton Catholic Academy Trust School

St Anthony's Catholic Primary School



"Let your words teach and your actions speak."

Intimate Care Policy

Our Mission Statement

Our Mission is to educate children in the spirit of the Gospel values and the traditions of the Catholic Church, nurturing the talents and potential of everyone. By placing Christ at the Centre of all we do, we embrace our core Catholic virtues of gentleness, forgiveness, and honesty. We witness the 'sacred grandeur' in each individual, treat each other with dignity and we serve each other. It allows us to raise our children within our Catholic faith and raise the citizens of the future who respect and love the world we live in.

To fulfil the Church's mission to evangelise and make Christ known to all, St. Anthony's Catholic Primary School is committed to:

- providing an education with Christ at the Centre and a strong sense of Catholic identity meeting the spiritual needs of all;
- being a welcoming, compassionate community, where all are equally loved and valued for who they are;
- being an affirming, challenging educational community committed to the search for excellence for all;
- working together as a family community, and with the Diocese of Leeds, to ensure the best possible Catholic education for our young people;
- working in partnership with other local schools, education providers and stakeholders in order to enhance the quality of provision for all;
- living out the social teaching of the Church, and thereby promote community cohesion;
- contributing in joyful hope to the creation of a society which is highly educated, skilled, fundamentally loving and generous.

Date of issue	Review date	Date ratified by Governing body
Sept 2026	Sept 2028	

Statement of intent

St Anthony's understands the importance of its responsibility to safeguard and promote the welfare of children. Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance. St Anthony's has developed this policy in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity
- Are sensitive to their needs and preferences
- Maximise their safety and comfort
- Protect them against intrusion and abuse
- Respect the child's right to give or withdraw their consent
- Encourage the child to care for themselves as much as they are able to
- Protect the rights of all others involved

Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002, 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- Keeping Children Safe in Education
- Supporting Pupils with Medical Conditions 2017 (updated)

What is intimate care?

For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

Role of staff:

All staff at the school who carry out intimate care will 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.

Staff will receive:

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

Role of parents / carers

- For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form (appendix ii).
- For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers.
- Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

Procedures for intimate care

Staff who provide intimate care will:

- Provide care in the Early Years toilets or Disabled toilet.
- Be provided with protective gloves and aprons, cleaning supplies, changing mats and bins (which will be emptied weekly). Protective clothing and nappies will be disposed of in the appropriate bins.
- Keep a record of when intimate care has been provided. This will be available to parents / carers if they wish to view it.
- Adhere to a personalised list of changing times for individual children, and conduct additional changing if necessary. No child will be left in wet or soiled clothes or nappies.
- Support children to be as independent as possible given their age and ability.

For pupils needing routine intimate care, the school expects parents/carers 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/carers at the end of the day.

If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.

There will not be a designated member of staff to provide intimate care. This is to safeguard staff and the child. Only one member of staff is routinely expected to be present while intimate care is being given,

unless there are other sound reasons for more staff. This will be documented in the consent form and risk assessments.

Children may need support with showers and changing clothes at swimming sessions or on residential trips. Adults should avoid remaining in changing rooms unless the child's needs require it. Adults should announce their intention of entering changing rooms and avoid any physical contact where possible.

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 DSL or Deputy DSL.

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.

Parental engagement

If appropriate, the school will liaise closely with parents/carers to establish individual intimate care programmes (appendix i) for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

Reviewing the policy

This policy will be reviewed annually by the headteacher/ head of school and DSL, who will make any changes necessary and communicate these to all members of staff. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix i

Intimate Care Plan

Child's name: …… DOB:…….

Names of staff involved: ……

Area of need:

Equipment required:

Location of suitable toilet facilities:	
Support required:	Frequency of support:

Child's preferred way to communicate

Working towards independence

Child will try to:	Support staff will:	Target achieved:
Review date:		

Parents / Carers: ……

Class teacher: …….

SENCO: ……. Date: ……

Appendix ii

Intimate Care Parental Consent Form

Dear Parents / Carers,

As we are aware that your child is in nappies throughout the day at school for medical or developmental reasons, we are asking for your consent to change your child during school time for the school year Please insert date of academic year.

Your child will be changed in a morning and/or afternoon by a member of staff in insert class: teacher or teaching assistant on a 1:1 basis. If they require further changing, then this will take place also. The members of staff will wear an apron, face covering and use gloves at all times. Your child will be encouraged to use the toilet during the changing process to help them become more aware and develop their toileting abilities. They will also be encouraged to undress / clean themselves. At times, adult assistance may be required.

We ask that you provide school with the following resources for the changing process:

- A pack of cleaning wipes.
- Nappies (ideally pull-ups) – please provide enough for the day.

A record of when your child is changed will also be kept in a record book at school.
Please can you complete the consent below and return to insert staff name.

Many thanks,

Insert staff name and role

Child's Name: _____ Date: _____

☐ I provide consent for my child to have their nappy changed during school time by a member of staff in insert class who has been DBS checked. (Please tick the box in agreement).

☐ I will provide the appropriate resources for the changing process. (Please tick the box in agreement).

Signed: _____ Printed: _____