

Alumwell Infant School



Learn, Grow and Achieve

Intimate Care Policy

Signed by The Chair of the Local Governing Committee (LGC): Signed copy available in the school office.	
Date policy ratified by LGC:	Reviewed and Updated May 2026
Date of policy's review:	May 2027
Review Schedule:	Annual
Policy Author:	AIS

Please read this policy in conjunction with the School Child Protection policy.

Intimate Care

Alumwell Infants School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Local Governing Committee recognizes its duties and responsibilities in relation to the Disability Discrimination Act, which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

Alumwell Infant School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Alumwell Infant School recognizes that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain. A high level of privacy, choice and control will be provided to them.

Definition

Intimate care is defined as any which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs.

Examples include care associated with continence and menstrual management as well as, in exceptional circumstances, more ordinary tasks such as help with washing or bathing.

Best Practice

Staff who provide intimate care to children will have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Alumwell Infant School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible whenever the need arises.

All staff responsible for the intimate care of children will undertake their duties in a professional manner at all times ensuring the dignity and needs of the child. Where possible, parents/carers will be the first people to be involved with a child's intimate care.

Personal safety is part of Personal, Social, Emotional and Health Education to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Staff who need to provide intimate care are trained to do so (including Child Protection and, if needed, Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapists as required.

Staff will be supported to adapt their practice in relation to the needs of individual children.

The child will be made aware of each procedure that is carried out and the reasons for it.

All children will be supported to achieve the highest of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as possible. This may mean, for example, giving the child responsibility for washing themselves.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans will include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns (such as past abuse) should be noted and taken into account.

Each child's right to privacy is respected. Careful consideration is given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Usually two members of staff will carry out this care. However, as this could be a daily need, there may be a rare occasion when one member of staff carries this out.

There is no written legal requirement that two adults must be present. However, a second member of staff may be present if circumstances dictate a need i.e. lifting a child, staff training or the need for assistance to maintain the health and safety of the child or staff members.

Wherever possible the same child is not cared for by the same adult on a regular basis; best practice indicates that there should be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; whenever possible and a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents are carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

Each child/young person has an assigned senior member of staff to act as an advocate to whom they are able to communicate any issues or concerns that they may have about the quality of care they receive.

Where a care plan is not in place and a child needs help with intimate care (in the case of a toilet accident) then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, by telephone or by sealed letter, not through a home/school diary.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures are accessible to staff and adhered to.

Where appropriate, all children are taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the designated teacher for child protection. The normal procedures are then followed.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter is looked into and outcomes recorded. Parents/carers are contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules may be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice may be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff this will be investigated by the Head Teacher (or by the Chair of the Local Governing Committee if the concern is about the Head Teacher) in accordance with the agreed procedures.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Head Teacher or to the Chair of the Local Governing Committee if the concern is about the Head Teacher.

Appendix 1 – Parental Consent Letter

Provision of Intimate / Personal Care

Dear Parents and Carers,

Due to the nature of your child's special educational / medical need, it may be necessary to change your child in school.

Usually two members of staff will carry out this care. However, as this could be a daily need, there may be a rare occasion when one member of staff carries this out.

Please see Alumwell Infant School – Intimate Care Policy

Yours Sincerely,
Mrs A. Smith
Inclusion Manager

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I hereby give permission for my child to receive intimate care, in line with Alumwell Infants School – Intimate Care Policy.

Name of Child: _____

Child's D.O.B: _____

Name of Parent/Carer: _____ (print)

Signed: _____

Date: _____