Hummersea Primary School

Intimate Care Policy

September 2026

Introduction

Hummersea Primary School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children, have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition of Intimate Care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures, only the staff suitably trained and assessed as competent should undertake any such procedures.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice.

Suitable equipment and facilities will be provided; to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty or menstruation.

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

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/ herself as they are able.

Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Careful consideration will be given to each child's

situation to determine how many staff members will need to be present when the child is toileted. Wherever possible the child should be cared for by an adult of the same sex. Please see Appendix 1 for parental consent.

The Protection of Children

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the appropriate designated person for child protection. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

Monitoring and Review

This policy is monitored on a day-to-day basis by the head teacher, who reports to governors on request about the effectiveness of the policy. This policy is reviewed every two years by the governing body.

Appendix 1

Individual Intimate Care Parental Consent Form

This form is to be completed by the SENCO/Early Years Lead and signed by parents. Supporting documentation should be attached to show medical condition, disability or Special Educational Need (e.g. confirmation and details of a formal medical diagnosis).

Name of child:	**Name of class teacher:**
Date of birth:	**Class:**

Care requirements, including frequency:

The members of staff responsible for carrying out your child's intimate care programme are:

Where will the intimate care be carried out?

What equipment/resources will be required?

What infection control procedures are in place?

What disposal procedures are in place?

What actions will be taken if any concerns arise?

What do parents need to provide?

What are the reporting procedures for parents?

I have read the **Early Years Intimate Care Policy** provided by **Hummersea Primary School** and I agree to the intimate care plan outlined above.

Signature of parent:

Date:

Signature of SENCO/Early Years Lead:

Date: