Timothy Hackworth Primary School

'Respectful and resilient; being the best that we can be.'

Intimate Care Policy

CRC Article 24: All children have the right to be healthy.
CRC Article 19: All children have the right to be safe.



Date policy approved/adopted:	**November 2026**
Next review date:	**November 2027**
Approved by:	**The Governing Body**
Head Teacher signature:	Mrs. L. Boulton
Chair of Governors signature:	Mrs. P. Crook

Intimate Care Policy

CRC Article 24: All children have the right to be healthy.

CRC Article 19: All children have the right to be safe.

Date of Policy: November 2026

Review Date: November 2027

This policy should be read in conjunction with our Respectful Relationships Policy. All policy and practice in Timothy Hackworth Primary School respects children's dignity.

Our Timothy Hackworth School Vision

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family. May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

Mission Statement (written by children):

We would like our school, which reflects British Values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and accepting adults who make a positive difference to British Society and to the world.

All children at Timothy Hackworth Primary School have the right to be safe and to be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the curriculum at Timothy Hackworth Primary School.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered alongside our Safeguarding

Policy, Health and Safety Policies and Supporting Children with Medical Conditions Policy.

This policy also supports the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage September 2026 and the Disability Discrimination Act 2005, The Children Act 2004 and The Equality Act 2010.

Supporting Pupils with Medical Conditions – statutory guidance DfE 2014.

In September 2014, a new duty was introduced (updated 2015, 2017) for schools to make arrangements to support pupils with medical conditions. It is intended to help schools/Governing Bodies meet their legal responsibilities and sets out the arrangements expected based on good practice. The aim is to ensure that children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well. It is therefore important that parents feel confident that their child's medical condition will be supported effectively in school and that their child will be safe.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

Timothy Hackworth Primary School will ensure that:

- no child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities;
- no child with a named condition that affects personal development will be discriminated against;
- no child who is delayed in achieving continence will be refused admission;
- adjustments will be made for any child who has delayed continence.

Intimate/Personal Care Tasks

Intimate/Personal Care can be defined as care tasks of an intimate nature, requiring close personal contact involving an individual's personal space, associated with bodily functions, personal hygiene and procedures due to medical conditions – which require direct or indirect contact with or exposure of the genitals. Examples include care associated with incontinence – wetting/soiling, catheterisation, menstrual management, as well as tasks such as dressing and undressing, washing and bathing.

Partnership with Parents and Carers

Staff at Timothy Hackworth Primary School work in partnership with parents and carers to provide care appropriate to the needs of the individual child and together will produce a Health Care Plan. The Health Care Plan will set out:

- what care is required;
- the number of staff needed to carry out the task;
- additional equipment required;
- the child's preferred means of communication (e.g. visual, verbal).
- the child's level of ability i.e. what tasks they are able to do by themselves;
- acknowledgment and respect for any cultural or religious sensitivities related to aspects of intimate care;
- regular monitoring and review in accordance with the child's development.

Parents and Carers are asked to supply the following (if appropriate):

- spare nappies;
- wipes, creams, nappy sacks etc.;
- spare clothes;
- spare underwear.

Best Practice

All staff will have an enhanced DBS check. Particular staff members are identified to change a child with known needs and they plan and record their work with that child.

- Children who have difficulties in controlling their bladder/bowels, or those who have not developed toileting skills, have sometimes had a difficult start on the road to personal independence. Therefore, we aim to treat these children with respect, dignity and sensitivity.

- Sensitive arrangements will be put in place to allow children to toilet themselves at intervals to suit their needs and not at the demands of school routine or class requirements wherever possible.
- Wherever possible, school staff will take into consideration a child's preferences for their intimate care needs.
- As long as all the necessary tasks are completed for the comfort and wellbeing of the child, the order in which they are completed is not important.
- Staff will encourage and promote independence and self-help skills as much as possible and give the child sufficient time to achieve these.
- Older, cognitively able children may prefer to be left alone for privacy when toileting once they are seated safely. This is acceptable and staff will adapt their input according to the wishes and needs of the child.
- Only young children and those that are non-weight bearing, will be changed lying on a bench; older children will be cleaned and changed standing or sitting on the toilet if possible.
- It is important to develop a consistent approach between home and school. Therefore, parents, schools and other professionals such as school nurses and specialist health visitors will work together, in partnership, when necessary.
- There also needs to be a consistency of approach between school staff with necessary information being communicated to appropriate staff members. It is important that everyone feels part of a team as this ensures continuity and consistency of practice between staff.
- Confidentiality and the child's dignity will be respected at all times with regards to sharing of information between staff.
- Staff will have access to appropriate resources and facilities. Any specialist equipment and adaptations required will be accessed through the Occupational Therapist for Physical Difficulties SEND & Inclusion Team.
- All staff supporting pupils with care needs, especially where the child is non-weight bearing or has specific medical needs, will receive appropriate information and/or training. Specialist nursing and health service staff will be involved to provide any relevant medical information, training and advice, if deemed necessary.

Safeguarding

Staff are trained in line with Durham Local Safeguarding Children's Board guidelines and are aware of the DfE document, 'Keeping Children Safe in Education' (September 2026) and 'What to do if you think a child is being abused' and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc., they will inform one of the identified Designated Safeguarding Leads immediately. The Safeguarding Policy will then be implemented.

- Under normal circumstances, it is acceptable for one member of staff to carry out intimate care tasks with a child. The exception to the rule needs to be when there is a known risk of false allegation by a child, then a single practitioner should not undertake the changing task.
- Two members of staff may be required for more complex care procedures. This will be assessed on an individual basis in joint consultation with nursing teams, health colleagues and the OT for the SEND Team. No unnecessary staff will be present during the care procedure.
- All adults carrying out intimate care or toileting tasks will be employees of the school and have an enhanced DBS check.
- Students on work placement, voluntary staff or other parents working at the school/setting will not attend to toileting or intimate care tasks.
- Staff carrying out the intimate care/toileting will notify a colleague when they are taking the child out of the classroom for this purpose; this will be done discretely and sensitively.
- Parents will be made aware of the Intimate Care Policy and must give consent for the child to be changed, or the intimate care procedure to be carried out, when they are under the care of the school. Parents must also be made aware of the fact that it may only be one member of staff carrying out the changing task and there should be a written, agreed and signed consent form in place. (Appendix 1)
- A written log should be kept of all personal and intimate care interventions that take place. (Appendix 2)
- A general consent form for intimate care procedures if needed, is included in the new starter packs for Nursery and Reception children and any other child joining our school there forward. (Appendix 3)
- Any issues for concern, such as – physical changes in the child's presentation, any bruising or marks or any comments made by the child, will be recorded in line with the school's Child Protection procedures.
- Should a child become unhappy about being cared for by a particular member of staff, the SENDCO will look into the situation and record any findings. These will be discussed with the child's parents and carers in order to resolve the problem. If necessary, the SENDCO will seek advice from other agencies. Child Protection training is an ongoing part of staff training.
- Younger children will not be left alone or unattended during toileting or changing procedures.
- When carrying out intimate/personal care in out of school premises, privacy and safety will be the main concern and part of the planning process.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Facilities and Resources

• All schools have an 'anticipatory duty' in relation to intimate care. Suitable places for changing and carrying out intimate care with children has a high priority in our school. Appropriate toileting and changing facilities are an essential part of any treatment programme and are situated in close proximity to hand washing facilities.

• The child's privacy and dignity must be maintained at all times; it is not acceptable to change a child or carryout intimate care procedures in an open-plan toilet area where other children are accessing the area at the same time. Staff must consider means of ensuring privacy at all times.

• The designated area does not compromise the safety of the child or member of staff. The designated areas are hygienic and warm; they are accessible and easy to reach. In line with minimal manual handling policies, our school has a height adjustable changing bench which eliminates the need for staff to change the child on the floor and reduces the need for staff to lift the child up onto the bench. The bench can be raised to an appropriate safe working height for the staff.

• When a child with highly complex needs is admitted to our school, the appropriate staff and relevant agencies involved with the child will be consulted with regarding the necessary planning for intimate care, as there may be resource implications with regards to staffing and facilities. If specialist equipment or adaptations are required, additional resources will be allocated where necessary.

Health and Safety

• Some children are more susceptible to infection due to the intimate nature of their medical needs. In this instance, hygiene procedures are crucial in protecting pupils and staff from the spread of infections. Staff involved with toileting and intimate care are therefore trained in correct hand-washing techniques and hygiene precautions. School provides disposable vinyl gloves, aprons, liquid hand soap, disposable, paper towels, with access to hand-washing facilities in close proximity to the changing area.

• There are agreed procedures in place for cleaning the child. Sensitivity and discretion will be used. Washing and physical contact, especially in intimate areas, is kept to a minimum and completed only as necessary.

• All contaminated waste or marked items are disposed of correctly in sanitary bins and all staff are aware of these procedures. Arrangements are made with parents and carers for soiled clothing to be taken home. Soiled clothing is bagged and placed on the child's peg, away from play spaces.

• Changing facilities are thoroughly cleaned between each use with appropriate cleaning materials.

• Any spillages or leakages are cleaned immediately using the appropriate equipment and cleaning materials. All staff continually aim for high standards of hygiene around the changing facilities.

• Any damaged equipment is required to be reported immediately.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by Timothy Hackworth Primary School's procedures regarding disposal, e.g., nappy bins, medical bins, double bagging etc. When dealing with body fluids, staff wear protective clothing (disposable plastic gloves) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Procedure for Personal Care

The following guidelines are followed by staff when changing a child.

This includes:

• Staff will wear PPE whilst dealing with intimate care procedures. PPE is replenished on a routine basis by the Site Manager and/or member of the cleaning team. PPE is available for staff to use in the Nursery changing area. Reception classes also have PPE available which is routinely replenished.

• Soiled underwear is double-wrapped in a nappy sack and sent home. In specific circumstances, soiled underwear will be disposed of by the school. Parents and cared will be informed, if this is the case;

• The changing area is cleaned after use;

• Hot water and liquid soap are available to wash hands as soon as the task is completed;

• Hot air dryers or paper towels are available for drying hands.

• Children are encouraged, as far as possible, to manage their own personal hygiene (with supervision).

• When changing a child, only baby wipes and toilet tissue are used – no other creams or cleansing agents, unless specifically requested by relevant medical professionals, as part of the child's Care Plan / Support Plan, are required to be used. Where relevant, the SENDCO would be clearly aware of the medical need.

• If a child is using a nappy, the used nappies will be put into a nappy sack and disposed of in an identified nappy bin. Nappy bins are located in the Nursery changing room and in the changing area within the girl's toilets in the dining hall. Nappy bins are also located in the Accessible Toilet and the Therapy Room in the main building.

• If a child is unduly distressed by the experience, parents and carers would be called as a priority. Parents and carers are required to give consent for their child to receive personal care.

Intimate care forms are completed for Nursery children who are not toilet-trained. A Changing Log is kept in a file in Nursery. In Reception, intimate care forms are completed for children who regularly need changing due to toileting issues and/or a medical need; these forms would be logged. For children who occasionally have an occasional toileting accident, this would be logged and parents informed. General intimate care consent forms are included in the Reception and Nursery starter packs.

Manual Lifting & Handling/Specialist Training

Some pupils with physical disabilities may require manual lifting and handling. All staff undertaking these duties will have appropriate training and instruction to ensure they are competent and confident in their role.

Special Educational Needs and Disabilities

The SENDCO will liaise with all concerned to ensure information on individual children with educational needs supports their teaching and learning.

Equalities Information

This policy should be read in conjunction with our school's 'Equalities Policy Statement', 'Equalities Objectives Summary' and 'Equalities Information and Objectives'.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (LGBTQ+).

Governing Body

The Governing Body will be provided with regular updates regarding the implementation and monitoring of this policy.

The Curriculum and Standards Committee will ratify and review the policy.

Appendix 1
Personal/Intimate Care and Toileting
Parental Consent

(Form to be completed by Head Teacher or SENDCO)

Name of child: DOB:

School: Class/Teacher Name:

Advice/Information re: care/procedures required and how often during the school day:

Member(s) of staff who will carry out the tasks - all staff need to be fully aware of toileting/intimate care plan and school policies.

Name: Signatures:

Where will the tasks be carried out and what equipment/resources will be required to safely carry out the procedures:

Infection Control and Disposal procedures in place:

Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

Any School-Home agreement, care/management plan, risk assessment, or communication via school - home diary required:

Other professionals involved in care/advisory role:

(School Nurse, Health Visitor, Specialist Nurse, OT/Physio, SEND Staff)

Additional Information:

(Delete as appropriate)

I/We have read the Intimate Care/Toileting Policy provided by the educational setting that my child attends. I/We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures proposed.

Name of Parent/Carer..... Signature: …….

Head/SENCO …… Signature: ……..

Date ……

Appendix 2

Pupil Name _____ Class _____

Toileting and Intimate/Personal Care Log

Date	Time	Type of Care Carried out (toileting, nappy change, other intimate/personal care task)	Carried out by	Signature

Appendix 3
Timothy Hackworth Primary School
General Personal/Intimate Care and Toileting
Parental Consent

Name of child: DOB:

Parental Consent for Intimate Care

Occasionally, children may have a toileting accident during the school day and require support with changing or personal hygiene. To ensure your child is cared for safely, sensitively and with dignity, we ask parents/carers to provide consent for a member of school staff, who holds an enhanced DBS check, to provide intimate care when necessary. All care will be carried out in accordance with the school's Intimate Care and Safeguarding Policies, respecting your child's privacy, dignity and individual needs.

Parental Consent

I give permission for an appropriately trained member of school staff, who holds an enhanced DBS check, to provide intimate care for my child if required following a toileting accident.

Parent/Carer Signature: _____

Date: _____