



# Harborne Primary School

## *Intimate Care Policy* **2025-2026**

Written by:	Mrs Francis
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Position:	Head Teacher
Review Date:	September 2026
Signed by Chair of IEB:	Raj Mann
Date:	15.12.25

This policy is part of a portfolio of policies associated with 'Safeguarding' and must therefore, be read in conjunction with the other policies. All policies are available on the website or in school.

## **About this Policy**

At Harborne Primary School we believe that everyone has the right to be happy, safe and respected in a friendly, stimulating environment.

At Harborne Primary School we are committed to safeguarding and promoting the welfare of children and young people.

We are 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. We are committed to ensuring that children are treated with sensitivity and respect.

The majority of children / young people will learn and progress within these arrangements. However, those children / young people whose overall attainments, or attainment in specific subjects, fall significantly outside the expected range may have Special Educational Needs & Disabilities.

# Harborne Primary School Intimate Care and Toileting Policy

## What is 'Intimate care'

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

## Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Harborne Primary School, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although they are encouraged as they progress through the school to use the toilet during break times.

Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

## Role of Harborne staff

All staff at Harborne Primary school have access to a Personal Care facility with a toilet and wash hand basin. Within the Nest classroom, the staff can use the Changing Room or Disabled wetroom / toilet. There is also a stock of baby wipes, plastic nappy bags and disposable protective gloves and aprons for staff to use. If a child soils him/herself during school time, one member of staff (teacher, teaching assistant, practitioner, lunchtime

supervisor) will help the child while another member of staff is on hand as per Safeguarding protocol:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs and feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff will telephone the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately. Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

### Guidance for intimate care needs over and above accidents.

The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

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 and menstruation.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. Individual care plans will be drawn up for any pupil requiring regular intimate care.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures.

Where possible, one pupil will be cared for by one designated adult, with a second adult always present nearby in accordance with Safeguarding protocols. The continuous presence of the second adult in the immediate vicinity ensures that appropriate supervision and safeguarding standards are upheld at all times.

Intimate care arrangements will be discussed with parents/carers and recorded on the care plan. Parental permission for these arrangements is sought and signed for to agree consent using Template 'A'.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

## Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have enhanced DBS. Students should only do so under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures. If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

## Disabilities

The Governing Body recognises 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 normal day-to-day activities must not be discriminated against.

## Role of parents/carers

Parents/carers should give permission for intimate care as children enter school from Early Years to Year 6. The permission slips are kept on record, logged on Medical Tracker. All staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (including children with SEND), parents are expected to provide a complete set of spare clothes, baby-wipes and or nappies, pull-ups etc. Incidents of intimate care are logged electronically via Medical Tracker.

**Dear Parent/ carer,**

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Harborne Primary School has an Intimate Care Policy which is available from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mrs Francis Interim Head Teacher

**Name of Child..... Class.....**

**Please tick as appropriate**

**I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Harborne Primary School**

**I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed.**

**I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.**

**Signature of Parent/Carer..... Date.....**

# Template B: Intimate Personal Care Plan

Harborne Primary School

Child's Name:	Date:
Nominated Staff:	
Main areas of need: · <ul style="list-style-type: none"><li>• Changing pad</li><li>• Wiping bottom</li><li>• Cleaning _____ after he/ she has emptied his /her bowels</li><li>• Changing his/her clothes</li><li>• Catheter/Convene</li></ul>	
Detailed Plan: (refer to any toileting plans, dressing or undressing and medical needs)	
This plan was written by _____ on _____	
This plan was agreed with parents/carers on _____	
The child's views were sought for this plan on _____ (if not, please state why not):	
Signed (Head Teacher) _____	Date _____
Signed (TA, Support staff) _____	Date _____
_____	Date _____
_____	Date _____
Signed (Parent/carer) _____	Date _____