



TAPESTRY LEARNING PARTNERSHIP

Intimate Care Policy

Department:	Education
Policy Owner:	Director of Safeguarding & SEND
Date of issue:	April 2026
Date revised:	
Next review date:	April 2029

Revision History

Version	Date	Author	Summary of changes

Contents

1.0	Aims.....	4
2.0	Legislation and statutory guidance	4
3.0	Role of parents/carers	4
4.0	Roles and responsibilities	5
5.0	Intimate care procedures	6
6.0	Safeguarding concerns.....	7
7.0	Links with other policies	7
	Appendix 1: Intimate care plan template.....	8
	Appendix 2: Parent/carers consent form template	9
	Appendix 3: Intimate care record sheet – record every instance of intimate care	10

1.0 Aims

This policy aims to ensure that:

Intimate care is carried out properly by staff, in line with any agreed plans

- The dignity, rights and wellbeing of every child and young person are safeguarded
- Children and young people who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child or young person are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the children and young people involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children/young persons' intimate personal areas.

2.0 Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

3.0 Role of parents/carers

3.1 Seeking parental permission

For children and young people who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children and young people whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there is no intimate care plan or parental consent for routine care in place, parent/carer permission will be sought before performing any intimate care procedure.

If the school/academy 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 or young person is comfortable, and the school/academy will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school/academy, parents/carers, the child or young person (where possible) and any relevant health professionals.

The school/academy will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child or young person will also be taken into account. If there's doubt whether the child or young person is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a child or young person's needs. See Appendix 1 for a template plan to see what this will cover.

3.3 Sharing information

The school/academy will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4.0 Roles and responsibilities

Role	Responsibility
Board of Trustees	The Board of Trustees is responsible for ensuring that there is a policy in place for supporting children and young people who require intimate care. The Board needs to be confident that the policy gives all stakeholders the confidence schools/academies are able to provide effective care for all children and young people.
Central Team	The Central Team will provide assurance to Board of Trustees that the policy is begin adhered to. This assurance will come from monitoring the policy application at school/academy level.
Headteacher/Principal	The Headteacher/Principal's role is to understand the policy and ensure processes are fully adhered to. The Headteacher/Principal will provide/allow for adequate training for key members of staff where necessary.
School/Academy Staff	Staff responsible in school/academy will receive adequate training to ensure the policy and procedure are implemented properly.

4.1 Which staff will be responsible

All staff at the school/academy 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.

4.2 How staff will be trained

Staff will receive:

- Guidance and 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 child or young person to have as much participation as possible

Staff will be familiar with:

- The control measures set out in risk assessments carried out by the school/academy
- Hygiene and health and safety procedures

Staff will also be encouraged to seek further advice as needed.

5.0 Intimate care procedures

5.1 General Good Practice

- Staff must always wear Personal Protective Equipment (PPE(e.g.gloves, apron etc.
- Privacy and dignity will be maintained (doors closed/curtains drawn, but not locked).
- Two members of staff should be nearby/aware where possible, but one-to-one provision is acceptable with recording. Where possible, staff should inform another member of staff before providing intimate care.
- Communication with the pupil or young person should be clear and supportive; the child or young person' preference and comfort are central.
- Staff will encourage independence according to age, stage, and ability.

5.2 Recording and Monitoring

- Each school/academy will keep a record of intimate care provided (date, time, staff, reason, actions taken).
- Parents/carers will be informed of significant events (e.g., accidents, refusal of care, changes in condition).

5.3 Consent and Use of Cream

- Cream will only be applied when a child or young person is unable to do so independently and where not applying it would result in a significant increase in discomfort or soreness
- Parents must provide creams in original packaging, clearly labelled with the child or young person's name.
- Consent must be signed before application of non-prescribed creams.

5.4 Individual Intimate Care Plans (ICP)

- Children or young people with ongoing intimate care needs (e.g. continence, medical conditions, physical disabilities) will have an Intimate Care Plan agreed with parents/carers, relevant professionals, and the school/academy.
- Plans should include:
 - Nature of care required.
 - Preferred approaches (e.g. pupil voice).
 - Staffing arrangements.
 - Specific resources/equipment needed.
 - Review dates (at least annually or sooner if needs change).

Staff will encourage children and young people to be as independent as possible.

For children and young people needing routine intimate care, the school/academy will expect 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.

6.0 Safeguarding concerns

If a member of staff carrying out intimate care has concerns about physical changes in a child or young person's appearance (e.g. marks, bruises, soreness), they will report this using the school/academy's safeguarding procedures.

If a child or young person is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the DSL.

If a child or young person makes an allegation against a member of staff, the responsibility for intimate care of that child or young person will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school/academy's safeguarding procedures.

7.0 Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

Appendix 1: Intimate care plan template

PARENTS/CARERS	
Name of child/young person	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What can the child/young person do independently?	
What do they need support with	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent/carer	
Relationship to child/young person	
Signature of parent/carer	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: Parent/carer consent form template

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child/young person	
Date of birth	
Name of parent/carer	
Address and contact details	
	Y/N
I give permission for the school/academy to provide appropriate intimate care to my child/young person (e.g. changing soiled clothing, washing and toileting)	
I will advise the school/academy of anything that may affect my child/young person's personal care (e.g. if medication changes or if my child/young person has an infection)	
- I give permission for the school/academy to apply cream as they are unable to do so independently and not applying it would result in a significant increase in discomfort or soreness - I will provide creams in original packaging, clearly labelled with my child/young person's name.	
I understand the procedures that will be carried out and will contact the school/academy immediately if I have any concerns	
I do not give consent for my child/young person to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school/academy will contact me or my emergency contact and I will organise for my child/young person to be given intimate care (e.g. be washed and changed). I understand that if the school/academy cannot reach me or my emergency contact, if my child/young person needs urgent intimate care, staff will need to provide this for my child/young person, following the school/academy's intimate care policy, to make them comfortable and remove barriers to learning.	
Parent/carer signature	
Name of parent/carer	
Relationship to child/young person	
Date	

Appendix 3: Intimate care record sheet – record every instance of intimate care

INTIMATE CARE RECORD SHEET									
SCHOOL/ACADEMY:									
CHILD/YOUNG PERSON NAME:									
WEEK COMMENCING:									
DATE:									
TIME:									
CARE PROVIDED: (toileting, change, wash, cream applied (product name and reason):									
NOTES/ OBSERVATIONS: (concerns i.e. marks, disclosures, refusal must be reported to the DSL immediately)									
STAFF NAME:									
STAFF INITIALS:									