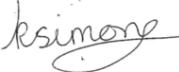




## Wallop Primary School Intimate Care Policy (2025)

Produced By:	K Simons, Headteacher
Approved for School: Headteacher: Katie Simons Date: 25.11.25	 (Signature)
Approved by Governing Body: Chair/Deputy Chair: J Hannan Date: 25.11.25	 (Signature)

### Purpose and Principles

Wallop Primary School recognises that all children develop at different rates, and some may need support with personal care or continence. Our aim is to promote inclusion, dignity, and independence for every pupil so that all children can fully participate in school life. We are committed to treating every pupil with dignity, respect, and equality in line with the Equality Act 2010, and to ensure all procedures comply with Keeping Children Safe in Education (KCSIE 2025). Intimate care will always be delivered sensitively, protecting the child's welfare, self-esteem, and right to privacy.

### Aims

The school will provide appropriate care and support for any pupil with toileting or personal care needs. We work closely with parents and carers to ensure these needs are met effectively, helping each child develop confidence and independence at their own pace. Staff will always act in a way that safeguards both the pupil and themselves, following clear, safe procedures that reflect our school's safeguarding and health and safety policies.

### Roles and Responsibilities

Parents and carers play a vital role in supporting their child's development of self-care skills. They are expected to inform the school of any continence or personal care needs and to provide the necessary supplies, such as nappies, wipes, or spare clothing. Parents should ensure their child arrives at school changed and clean, and work with staff to review the child's care plan regularly.

School staff will follow each child's agreed Intimate Care Plan and treat every situation with sensitivity and respect. Staff will maintain the child's privacy and dignity, offering reassurance



and encouragement to promote independence. If a child becomes distressed, refuses assistance, or shows signs of illness or discomfort, parents will be contacted. Any marks, rashes, or concerns will be recorded on CPOMS and reported to the Designated Safeguarding Lead (DSL) in line with our safeguarding procedures.

### **Intimate Care Plans**

Where regular or ongoing support is required, a written Intimate Care Plan will be developed in partnership with parents and, where appropriate, health professionals including the school nurse. The plan will outline who provides care, the location for changing, the equipment and cleaning products to be used, and any infection control measures. It will also cover arrangements for school trips and specify how soiled items are handled or disposed of. Plans will be reviewed regularly to ensure they continue to meet the child's needs. The SENDCo will oversee this process and ensure all staff are confident and competent in following the agreed procedures. An example of an Intimate Care Plan can be in Appendix A.

### **Safeguarding and Good Practice**

All staff involved in intimate care hold enhanced DBS checks. Whenever possible, a child will be cared for by a familiar adult to provide consistency and comfort. Care will be provided by two adults in order to safeguard staff. The door to the staff toilet being used for intimate care will be kept ajar so other staff can hear, while maintaining appropriate privacy to maintain the child's dignity. The normal process of supporting a child with personal care should not raise child protection concerns. However, if staff have any worries about a child's wellbeing, they must report them immediately to the DSL, who will take appropriate action in line with the school's safeguarding policy.

### **Health, Safety and Hygiene**

Staff must wear disposable gloves and aprons when dealing with personal care needs. Changing areas will be cleaned after each use, and any waste will be double-bagged and disposed of safely in line with health and safety regulations. Hands must be washed and dried thoroughly once the task is completed. The child's dignity should always be protected; where possible, a 'Do Not Enter' sign should be placed on the door while changing is taking place and where possible the admin staff will be informed that change is taking place.

### **Monitoring and Review**

The SENDCo is responsible for ensuring this policy and its procedures are followed consistently and reviewed as needed. The Intimate Care Policy works alongside the school's Safeguarding, SEND, and Health and Safety policies. This policy will be reviewed every two years by the Full Governing Body.

### **Appendices**

Appendix A – Intimate Care Plan Template



*Every Learning Minute Matters*

Appendix B – Parent–School Agreement

Appendix C – Personal Care Procedure

Appendix D – Health and Safety Procedure

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## Appendix A - Intimate Care Plan Template

### Wallop Primary School Intimate Care Plan

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

\*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

SENDCo/ Inclusion Manager approval:



Date:

### **Appendix B - Parent/school agreement**

#### **Wallop Primary School** **Intimate Care Plan Agreements**

##### **The parent:**

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and changes of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: .....(parent/carer)

##### **The school:**

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: ..... (school member of staff)

Name: ..... (school member of staff)

Date: .....



### **Appendix C - Personal Care Procedure**

The staff at Wallop Primary School will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- In most cases, the men's toilet will be used for changing (currently there are no male staff) and this is the biggest space for changing mat and appropriate resources to be kept.
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)
- Report any marks or rashes to parents and Head Teacher/DSL if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

### **Appendix D - Health and Safety Procedures**

When dealing with personal care and continence needs, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Changing mat to be kept in plastic case in between uses and wiped down thoroughly before and after use
- Soiled continence products used to be double wrapped, or placed in a hygienic disposal unit if the number produced each week exceeds that allowed by the Health and Safety limit.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands