



Intimate Care Policy

Respect • Care • Support

Approval date	Autumn 2026
Approved by	Governing Board
Policy owner	Pastoral and EYFS Lead
Review frequency	Annually
Next review	Autumn 2027

1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff
- The dignity, privacy, rights and wellbeing of every child are safeguarded
- Pupils 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 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 pupils involved

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

This policy will use the term "pad" to refer to an absorbent product specifically designed for managing incontinence. This terminology is more inclusive for older pupils who may not identify with the term "nappy." By adopting the term "pad," we acknowledge and respect the individual's stage of development, thereby promoting dignity and enhancing self-esteem.

At Langley School, intimate care is a routine and universal aspect of provision. All pupils are assumed to require some level of intimate care support as part of their educational entitlement. Intimate care is therefore planned, staffed, and delivered as a normal component of classroom practice rather than as an exceptional or individualised intervention.

2. Legislation and statutory guidance

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- [Keeping Children Safe in Education](#)
- [Early Years Foundation Stage \(EYFS\) statutory framework](#)

3. Role of parents/carers

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), parents will be asked to:

- Provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

The school 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 will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.



The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected to also share relevant information regarding any intimate matters as needed.

4. 4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their contract or job description. This includes the senior leadership team, teachers, teaching assistants, lunchtime supervisors, and agency staff working within the classroom environment.

No other staff members can be required to provide intimate care.

All staff at the school 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.

The pastoral lead will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

Note: Staff take care (both verbally and in terms of their body language) to ensure that the child is never made to feel embarrassed or as if they have done anything wrong when they need this type of care.

4.2 How staff will be trained

Staff will receive:

- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed

5. 5. Intimate care procedures

During pad changes, toileting and any intimate care procedure, Langley School will balance children's privacy with safeguarding and support needs.



5.1 Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, 1 member of staff will be present with each child, except for circumstances where:

- 2 members of staff are needed to:
 - Safely handle a child who needs to be assisted
 - There is a known risk of false allegations by the pupil

In cases where a pupil needs regular intimate care, where possible, a familiar member of staff will assist the pupil each time they need support.

At Langley School, male members of staff may be allocated to change female pupils or vice versa.

5.2 Arrangements

Procedures will be carried out in the class toilet and changing spaces.

Before going to perform intimate care on a child, the member of staff will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with:

- Protective gloves
- Cleaning supplies
- Changing mats
- Changing bins

For pupils needing routine intimate care, the school expects 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.

Procedures and Record Keeping

Staff will keep a record of when the child is changed.

Children should be encouraged to work towards becoming more independent in line with their learning needs and parents should support this. This should be considered and discussed with parents.

Accidents and Changing Clothes

Some children, who are already toilet trained, may occasionally have an accident. This can include our younger and older children. For example, if they couldn't get to the toilet in time, or are poorly. In these cases, if a child wets or soils themselves whilst they are at Langley 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. Staff have a duty of care to ensure that children who have an accident are appropriately looked after. We will always let parents know if their child has had an



accident. Parents must put in writing to the Head Teacher if they do not want staff to change children in these circumstances.

If a child soils him/herself during school time, one member of staff (teacher, TA, lunchtime supervisor) will help the child, where necessary, to:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and keep in an appropriate place until they can be given to parents to take home

Children will be encouraged to change their own clothes, but they should always be supervised or assisted by a member of staff to ensure that they are clean and dry before putting on new clothes.

Equal Opportunities

The Equality Act 2010 provides protection for anyone who has a physical, sensory or mental impairment that has an adverse effect on their ability to carry out normal day-to-day activities. The effect must be substantial and long-term. It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against.

Asking parents/carers of a child to come and change a child is likely to be a direct contravention of the Equality Act 2010 and leaving a child in a soiled pad for any length of time pending the return of the parent is a form of abuse.

Communication

Children will be supported with communication using their preferred communication method, which may include symbol support, communication books, ALD, sequenced pictures. Staff encourage pupils to develop their independence through self help and changing skills supported by their preferred communication method.

5.3 Concerns about safeguarding

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

Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a Designated Safeguarding Lead (DSL) and record onto CPOMS as per the Safeguarding Policy.

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

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which

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indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

5.5 Specific procedures for toileting accidents

Some children, who are already toilet trained, may occasionally have an accident. This can include our younger and older children. For example, if they couldn't get to the toilet in time, or are poorly. In these cases, if a child wets or soils themselves while at Langley School, it is essential that measures are taken to change them and, if necessary, clean them as quickly as possible. Our staff are experienced in carrying out this task. Staff have a duty of care to ensure that children who have an accident are appropriately looked after. We will always let parents know if their child has had an accident. Parents must put in writing to the Head Teacher if they do not want staff to change children in these circumstances.

If a child soils him/herself during school time, one member of staff (teacher, TA, lunchtime supervisor) will help the child, where necessary, to:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and keep in an appropriate place until they can be given to parents to take home

Children will be encouraged to change their own clothes, but they should always be supervised or assisted by a member of staff to ensure that they are clean and dry before putting on new clothes.

5.6 Management of menstrual care

Some pupils in primary school may begin to experience menstruation and might need support in managing this at school. This may include help with understanding what is happening, changing sanitary products, or cleaning up if there has been any leakage.

If a pupil needs support with menstrual care while at Langley Primary School, staff will respond promptly, sensitively, and respectfully to ensure the pupil's comfort, dignity, and hygiene. Our staff are experienced in supporting pupils with personal care and understand the importance of privacy and reassurance at these times.

Staff have a duty of care to make sure that pupils are clean, comfortable, and well cared for. We will always inform parents or carers if their child requires support with menstrual care during the school day. Parents who do not wish staff to provide this support must submit their request in writing to the Head Teacher.

If a pupil requires assistance, a female member of staff (teacher, teaching assistant, or lunchtime supervisor) will help the pupil, as needed, to:

- Go to a private and appropriate area for changing
- Remove any soiled clothing or sanitary products
- Clean themselves or be supported to clean themselves using wipes or washing facilities
- Put on clean clothing or sanitary products (their own or those provided by school)
- Place any soiled items in a sealed bag to take home or to be disposed of appropriately

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Period products available to pupils can be found in the toilet next to the senior leadership offices.

Products available include sanitary towels.

Pupils will always be encouraged to manage their own menstrual care as independently as possible, with staff providing quiet reassurance, supervision, or help only when needed to ensure that they remain clean, comfortable, and confident.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

6. Monitoring arrangements

This policy will be reviewed by the pastoral lead annually. At every review, the policy will be approved by the headteacher.

7. Links with other policies

This policy links to the following policies and procedures:

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



8. Document control

Version	Date	Reviewed by	Summary
V2	July 26	Stephanie Parkes	Management of menstrual care updated
V3	October 26	Stephanie Parkes	Updated to new policy format

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T H R I V E S

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