



The Coppice Primary School and Nursery

Intimate Care Policy (Early Years and Whole School)

Written by:	Billy Hutt and Katie Flynn
Approved by Trustees:	November 2025
Date for Review:	November 2026

1 School Vision:

'Happy, confident and successful learners that are well prepared for life'

2 Purpose:

This policy reflects the school values and philosophy in relation to our intimate care procedures at The Coppice Primary School and Nursery. It sets out a framework within which teaching and non-teaching staff can operate and sets out the school expectations for intimate care.

3 This document is intended for:

1. All teaching and school management staff
2. All Teaching Assistants and pupil support staff
3. School Trustees
4. Parents and carers
5. Inspection teams

4 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 children 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 children 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.

5 Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

It also complies with our funding agreement and articles of association.

6 Role of parents/carers

6.1 Seeking parental permission

For children 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 whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 6.4 below).

6.2 Responsibilities and expectations for Nursery Parents and Carers

In the event that a Nursery child has not achieved continence when they start in Nursery, Parents and Carers will adhere to the responsibilities set out below.

- Parents/Carers must provide consent for their Nursery child to be supported with wiping or, in the event of an accident, being wiped and changed by a member of staff before they start in Nursery and they understand that they will be contacted to come into school to change their child if school does not have consent.
- Parents/Carers will discuss their child's toileting needs with Nursery staff during their child's home visit and staff will share toileting procedures with them.
- It is expected that Parents/Carers will work with Nursery staff in supporting their child to achieve continence. Parents/carers will be expected to seek advice from their health visitor, the school nurse or view the support provided via, eric.org.uk which is a website offering guidance for toilet training young children.
- It is expected that Parents/Carers will send their child in pull-ups or ordinary pants, not nappies, and will provide adequate resources for the changing of their child. For example, wipes, spare pants or pull-ups and a change of clothes.
- Parents/Carers understand that they will be asked to collect their child from school if their child shows symptoms of illness.

6.3 Responsibilities and expectations for Reception Parents and Carers

Continence is usually reached by the time a child starts in Reception. In the event that a child needs support with toileting in Reception or needs to be changed, Parents/Carers will adhere to the responsibilities set out below.

- Parents/carers must provide consent for their Reception child to be wiped and changed by a member of staff before they start school and they understand that they will be contacted to come into school to change their child if school does not have consent.
- Parents/Carers understand that, if their child needs help with wiping on a regular basis, Reception staff will guide and support their child, but staff will not wipe their child.
- Parents/Carers will discuss their child's toileting needs with Reception staff during their child's home visit and staff will share toileting procedures with them.
- It is expected that parents/carers will work with Reception staff in supporting their child to achieve continence. Parents/Carers will be expected to seek advice from their health visitor, the school nurse or view the support provided via, eric.org.uk which is a website offering guidance for toilet training young children.
- It is expected that Parents/Carers will provide adequate resources for the changing of their child. For example, wipes, spare pants and a change of clothes.
- It is expected that Parents/Carers will agree and sign a personal intimate care plan and provide medical evidence so that school can support the medical needs and changing of their child.
- Parents/carers understand that they will be asked to collect their child from school if their child shows symptoms of illness.

6.4 Creating an intimate care plan for specific children in Early Years and for children in the wider school where required.

Where an intimate care plan is required for children in any year group, who require specific support, it will be agreed in discussion between the school, Parents/Carers, the child (when possible) and any relevant health professionals.

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 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 pupil's needs.

See appendix 1 for a blank template plan to see what this will comprise of.

6.5 Sharing information

The school 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.

7. Role of staff

7.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes all Nursery and Reception teachers and practitioners.

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.

7.2 How staff will be trained

Staff will receive:

- 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 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.

8. Intimate care procedures

8.1 How procedures will happen

Commented [1]: Is this something which is already expressed in certain job descriptions? Does it cover all staff in the necessary year groups?

Commented [2]: Yes, it is covered in all Early Years Staff Job descriptions Hannah. However, it's a good point and I think that we may need to consider putting a 'if and when required with a child with a specific Care Plan' in the job descriptions of other staff as this could potentially (albeit very rarely) affect all staff. I will have a think about this.

- Parents/Carers can expect that the school will provide adequate changing facilities for their child. Intimate care for Nursery children will take place in the designated changing area within Nursery and for the rest of the school, including Reception, intimate care will be carried out in the school's BMI room.
- Parents/Carers can expect that only staff with Disclosure and Barring Service clearance will change and support their child with toileting.
- If a child has not achieved continence they will be encouraged to use the toilet at regular intervals and will be checked at regular intervals by staff.
- A written record of children who have soiled/wet will be kept by staff and this information will be communicated to parents/carers.
- Staff must report to another member of staff before taking a child to the toilet/changing area.
- When supporting a child that needs to be changed, the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- Staff will follow good hand washing procedures and encourage children to do the same. Staff will wear aprons and disposable gloves whilst changing a child's pull-up.
- Staff will talk through with the child what they are about to do so that the child is happy and understands. If a child is capable of doing so, they can help with the removal of any clothing.
- In the event that a child needs to be wiped, staff members will wipe from front to back. The member of staff will make the child as clean as possible and will ensure that the child is comfortable by putting them in a clean pull-up and a clean set of clothes if required.
- Wet/soiled clothing will be put into a separate bag so that they can be sent home.
- Soiled pull-ups, gloves and aprons will be disposed of in the designated bin.
- Staff will wash their hands and then help the child to wash their hands in preparation for returning to activities in the classroom.
- Staff will return to the changing area and clean the area.
- If a child in Years 1-6 requires changing due to an accident, Parents and Carers will be notified.

Commented [3]: Is there a chain of command here or are staff able to report to any other staff member?

Commented [4]: Teaching Assistants will always let Teachers know when they are going to change a child. Teachers will also let Teaching Assistants know when they are. This is so that someone is always aware where a person is and if they aren't visible because of changing a child. It also means that staff can check on each other and can be around at all time to ensure thorough safeguarding processes for all staff and protective practices.

9. 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.

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 The Designated Safeguarding Leader.

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.

10. 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

11. Access and review of policy

This policy will be reviewed by every year. It will also be updated if any changes to the information are made during the year. This policy will be accessible to all staff and the community through the school's website. It will be approved by the school Trustees.

12. Data Protection Statement:

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy. All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Early Years Intimate Care Policy	Procedures, administration and responsibilities linked to intimate care of our Early Years children	To ensure a consistent and safe approach to intimate care in our Early Years	Pupils and staff	Secure Network drive

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

Appendix 1:



The Coppice Primary School and Nursery
Intimate Care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
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 or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by: