

For this we stand:  
to search for truth;  
to live in love;  
to grow together.



*"Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ"*

*Ephesians 4*

## BISHOP WORDSWORTH'S SCHOOL

### INTIMATE CARE POLICY

#### **Definitions:**

*'Intimate Care' describes activities involved in meeting the personal care needs of a child, including providing care which requires direct or indirect contact with, or exposure of private areas of the body. It can also involve other forms of physical care, sometimes referred to as personal care'.*

*'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.*

#### **INTRODUCTION**

1. Bishop Wordsworth's School is committed to meeting the personal care, hygiene and medical needs of pupils in a safe, respectful and child-centred manner. This policy serves as a vital safeguarding tool, ensuring that pupils requiring assistance in these areas are treated with dignity, while protecting both the pupil and school staff.
2. Intimate Care describes activities involved in meeting the personal care needs of a child and refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas. Examples are:
  - a. assisting with changing underwear, continence pads or sanitary wear
  - b. prompting children to go to the toilet or helping a child use the toilet
  - c. bathing, showering or washing
  - d. providing forms of specialist medical care
  - e. supervision of feeding
  - f. assisting with changes of clothing, or of bedlinen (i.e. on trips)
  - g. applying or administering external or oral medication
  - h. hair care
3. Children of any age may need intimate care, either occasionally or on a more regular basis. The type will depend on factors such as age, stage of development, and whether the child has any disabilities, special educational or additional needs, or medical conditions.

## **AIMS AND OBJECTIVES**

4. This policy aims to ensure that:
  - a. Intimate care is carried out properly by staff, in line with any agreed plans
  - b. The dignity, privacy, rights and wellbeing of every child are safeguarded
  - c. Pupils who require intimate care are not discriminated against (Equality Act 2010).
  - d. Parents are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
  - e. 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.

## **LEGISLATION AND STATUTORY GUIDANCE**

5. This policy complies with the Department for Education (DfE) statutory safeguarding guidance, Keeping Children Safe in Education 2025.
6. This policy links with the school's Child Protection and Safeguarding, Health and Safety, SEND, Safer Recruitment and Staff Code of Conduct policies.

## **ROLE OF PARENTS**

### **7. Seeking Parental Permission**

- a. For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form (Appendix 2).
- b. For children whose needs are more complex, or who need particular support outside of what is covered in the consent form (if used), an intimate care plan will be created in discussion with parents.
- c. Where there is not an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.
- d. Where immediate action is required to preserve a pupil's dignity, wellbeing, health or safety, the school may provide intimate care without prior parental consent but will inform parents afterwards in line with para 13.

### **8. Creating an Intimate Care Plan (Appendix 1):**

- a. Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (where possible) and any relevant healthcare professionals.
- b. The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

- c. 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 will be consulted.
- d. The plan will be reviewed annually, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

#### **9. Sharing Information:**

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

### **ROLE OF STAFF**

#### **10. Staff Responsibility and Training.**

- a. All Staff members required to carry out intimate care will have been subject to an enhanced Disclosure and Barring Service with a barred list check, as well as other checks on their employment history.
- b. The Designated Safeguarding Lead will
  - i. oversee the implementation of this policy
  - ii. ensure staff receive appropriate training and support
  - iii. oversee the development of individual intimate care plans
  - iv. act as a point of contact for parents//staff regarding intimate care concerns
- c. Staff will receive training in the specific types of intimate care they undertake, regular safeguarding training and where necessary, manual handling training which enables them to remain safe and for the pupil to have as much participation as possible.
- d. Staff will be familiar with the control measures set out in risk assessments carried out by the school, and hygiene, health and safety procedures.
- e. Staff will be encouraged to seek further advice, wherever needed.

### **INTIMATE CARE PROCEDURES**

11. During any intimate care procedure, Bishop Wordsworth's School will balance children's privacy with safeguarding and support needs.

#### **12. Staffing:**

- a. In general, one member of staff will be present with each child, except for circumstances where:
  - i. Two members of staff are needed to:
    - 1. safely handle a child who needs to be assisted
    - 2. use equipment, e.g. a hoist
  - ii. There is a perceived, or known, risk of false allegations by the pupil
- b. In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support. 2-3 members of staff per child will be trained to cover absences, emergencies and

school trips. Where possible, the school will ensure that these backup members of staff are also people known to the pupil.

- c. At Bishop Wordsworth's School, female members of staff may be allocated to assist male pupils, and vice versa. This decision will be discussed with the parents and pupil, if appropriate.

### **13. Arrangements:**

- a. Procedures will be carried out in Reception within the privacy of the toilet or private room available there, unless another venue is deemed appropriate during the drawing-up of the Intimate Care Plan.
- b. Staff should ensure that another member of staff is aware of their location and that they remain within reasonable proximity of colleagues wherever possible. The comfort and care of the child should be the priority when choosing the location. When carrying out procedures, the school will provide staff with appropriate equipment, such as protective gloves, cleaning supplies, changing mats and bins, and first aid supplies.
- c. For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock of necessary resources, such as a spare set of clothing or underwear.
- d. Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents at the end of the day.
- e. Instances of intimate care are recorded, including date/time, staff involved, any relevant observations, and reported to parents if appropriate. All intimate care interventions will be recorded and retained in accordance with the school's record retention procedures.

### **14. Emergency Arrangements:**

- a. Where immediate action is required to preserve a pupil's dignity, wellbeing, health or safety, the school may provide intimate care without prior parental consent but will inform parents afterwards in line with paragraphs 12 and 13.
- b. Where possible, two staff members should be present to safeguard both the pupil and staff.
- c. The pupil's privacy will be protected as far as possible from other persons while intimate care is being provided.

### **15. Safeguarding Concerns:**

- a. If a member of staff carrying out intimate care has any concerns about physical changes in a child's appearance, they will report these using the school's safeguarding procedures. If an increasing pattern of any safeguarding concern is noticed, a
- b. If a pupil 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 Lead.
- c. 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.

- d. Where the school notices an increasing pattern of soiling instances, it will hold a meeting with parents and any other relevant individuals, e.g. medical professionals, to establish any reason why this may be occurring, and how to help the child. If the pattern continues, the Designated Safeguarding Lead will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact appropriate external organisations including the Local Authority Designated Officer.

## **REVIEW**

16. This policy is reviewed annually or earlier as required by changes to legislation or statutory guidance. The most recent reviews are detailed below:

3 <sup>rd</sup> June 2026	Introduction of Intimate Care Policy
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## INTIMATE CARE PLAN

PARENTS/CARERS	
Name of child	
Type of intimate care needed and how often	
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 member of staff allocated to providing care (including 2 backup staff)	
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 and 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 and Date	

This plan will be reviewed annually, or earlier if required.

Next review date: \_\_\_\_\_

To be reviewed by: \_\_\_\_\_

**APPENDIX 2**

**PARENT/CARER CONSENT FORM**

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact(s) and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact(s), if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	