



# GREENWOOD ACADEMIES TRUST

## Intimate care policy

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## **1. Aims and definition**

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 are safeguarded
- pupils who require intimate care are not discriminated against
- parents/carers are assured about the intimate care provided to their child
- colleagues carrying out intimate care work do so within guidelines that protect themselves and the pupils involved.

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

## **2. Status and responsibilities**

This policy complies with all relevant statutory guidance, including *Keeping Children Safe in Education* and the *Early Years and Foundation Stage (EYFS) Statutory Framework*.

The Board of Trustees of Greenwood Academies Trust is accountable for ensuring that this policy meets the requirements of all statutory guidance and is implemented in a consistent and fair way across our academies.

They delegate the responsibility for ensuring this is the case to the Trust's CEO, and executive leaders regularly review both the policy and its implementation.

Within an individual academy, the responsibility for coordinating and overseeing all activity in relation to this policy rests with the Principal, who may delegate this responsibility to another senior leader.

We expect parents/carers to share all relevant information regarding intimate care needs with academy leaders in a timely way and to comply with the contents of this policy.

## **3. Planning intimate care**

### *3.1 Seeking parental permission*

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), academy leaders will ask parents/carers to sign a consent form (see *Appendix 1*).

For children whose needs are more complex or who need particular regular support outside of the details covered in the permission form, academy leaders will create an intimate care plan in discussion with parents/carers (see section 3.2 below and *Appendix 2*).

Where neither an intimate care plan nor parental consent for routine care is in place, academy leaders will seek parental permission before enabling any necessary intimate care procedure to be performed.

In such a case, if an intimate care procedure urgently needs to be carried out and it is not possible to get in touch with parents/carers, the procedure will be carried out to ensure the child is comfortable, and we will inform parents/carers afterwards.

### *3.2 Creating an intimate care plan*

Where a plan is required (as described in 3.1 above), it will be agreed in discussion between academy leaders, parents/carers, the child (where possible) and any relevant health professionals.

Academy leaders 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.

The plan will be 'owned' by a designated member of the academy's staff and they will arrange for it to be reviewed twice a year, even if no changes are necessary.

The plan will also be updated whenever there are changes to a pupil's needs.

A blank template plan is included at *Appendix 2*.

#### **4. Who will deliver 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.

Any staff responsible for delivering intimate care 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
- access to appropriate PPE.

They will be familiar with

- the control measures set out in risk assessments carried out by the academy
- hygiene and health and safety procedures.

They will also be encouraged to seek further advice if they are unsure about any aspect of the intimate care they are being asked to provide.

#### **5. Intimate care procedures**

The procedures to be carried out, details of where they will take place and the equipment to be used will be included in the intimate care plan.

Pupils will always be encouraged to have the highest level of independence possible and a range of individuals will deliver intimate care to any one pupil.

There are no specific criteria that preclude members of staff from delivering intimate care (for example, their sex or whether they are involved in delivering sex education to pupils) but, if it is determined that specific arrangements should be in place because of the context of an individual's case, these will be documented in the intimate care plan which will always be followed.

In most cases, only one member of staff will be present during intimate care procedures in order to protect the pupil's dignity, but this may vary if there are significant safeguarding or manual handling needs. Precise arrangements will be documented in the intimate care plan if needed.

For pupils needing routine intimate care, we expect parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, menstrual products, 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. Concerns**

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 Lead (DSL).

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 academy's safeguarding procedures.

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 our Managing Allegations policy.

**Appendix 1**

**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 academy to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the academy 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 academy immediately if I have any concerns	<input type="checkbox"/>
<p><b>I 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 academy will contact me or my emergency contact 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 academy cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Date	

**Appendix 2**

**INTIMATE CARE PLAN**

Child's name	
Group/class/form	
Date of birth	
Child's address	
Name of primary family contact	
Contact phone number(s)	
Medical diagnosis or condition (if applicable)	

*Intimate care needs – including how often care will be given, where care will take place, what resources and equipment will be used, and who will provide them*

*How might this plan need to change for school visits/trips etc*

*Describe what constitutes an emergency, and the action to take if this occurs (include details of who will be responsible for emergencies and whether this will be different for off-site activities)*

*Detail any staff training needed or undertaken in order to implement this plan (if training is to be undertaken, indicate when this will be done by)*

*Who was involved in developing this plan?*

Date plan agreed	
Review date (in six months)	
Name of senior person responsible for this plan in the academy	

Name of parent/carer	
Signature of parent/carer	
Signature of child (if applicable)	
Child's comments on their own needs (if applicable)	

*IF YOUR CHILD NEEDS INTIMATE CARE WHILE AT SCHOOL...*

- *Your views are important so we will always ask for your permission*
- *We will always try to help your child be as independent as possible*
- *We may ask you to help us create an Intimate Care Plan so arrangements are clear*
- *This may include how many people will provide the care and where it will happen*
- *There will be a named senior leader responsible for the plan*
- *The staff performing intimate care will be fully trained*
- *We may ask you to provide regular supplies to enable the care to happen*