

Bangabandhu Primary School

Intimate Care Policy



Reviewed: 1 September 2026

Our Values

Everyone Belongs
Everyone Achieves
Everyone Thrives

The Bangabandhu Way

Be Respectful
Be Responsible
Be Ready to Learn

Our values are supported by Our Golden Rights Articles from the United Nations Convention on the Rights of a Child.

Our Golden Rights are for all adults and children in our school. Adults in our school respect children's rights and always act in their best interests (Article 3)

Our golden rights

Article 2: We respect the right to be treated fairly and are always honest.

Article 19: We respect the right to feel safe in body and mind.

Article 12: We respect everyone's right to be heard and listened to.

Article 15: We respect everyone's right to join in.

Article 24 and 29: We respect the right to be in a safe, clean environment.

Article 28: We respect the right to learn and let others enjoy learning.

Purpose

This policy provides guidance to staff, parents, and governors on the provision of intimate care for children in the school. It is designed to ensure that such care is delivered safely, respectfully, and with the utmost regard for the child's dignity, privacy, and welfare.

Principles

Bangabandhu school is committed to safeguarding and promoting the welfare, dignity, rights, and independence of all pupils. We recognise that some children may require support with intimate care on a regular or occasional basis due to age, developmental stage, disability, medical needs, or personal circumstances.

The school will ensure that intimate care is carried out:

- Safely and respectfully
- In ways that protect children's privacy and dignity
- In partnership with parents/carers
- In line with safeguarding and health and safety requirements
- By suitably trained and vetted staff

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- SEND Policy
- Medical Needs Policy
- Behaviour Policy
- Staff Code of Conduct
- Equality and Accessibility Policies

Definition of Intimate Care

Intimate care refers to any care that involves:

- Washing
- Touching
- Carrying out a procedure to intimate personal areas

- Assisting with dressing or undressing
- Changing nappies or continence pads
- Supporting toileting needs
- Cleaning a child after toileting
- Menstrual care support
- Supporting pupils with medical or physical needs

Intimate care does not include first aid treatment that is provided in line with normal school procedures.

Roles and Responsibilities

The Senior Leadership Team are responsible for;

- Ensuring intimate care procedures comply with safeguarding and health and safety regulations.
- Providing private, hygienic, and suitably equipped facilities
- Ensuring appropriate procedures are in place
- Ensuring staff are trained and supported
- Risk assessments and care plans are completed where necessary
- Managing concerns appropriately
- Ensuring staff receive manual handling training for supporting children with physical disabilities

Staff involved in intimate care must:

- Maintain the child's dignity and privacy
- Follow agreed care plans and procedures
- Report safeguarding concerns immediately
- Record intimate care provided where required (using the Tapestry Care Diary in Specialist Classes)
- Wear appropriate PPE where necessary (e.g. disposable gloves)
- Encourage independence and participation by the child
- Ensure gender considerations are made for older children care should ideally be provided by staff of the same sex unless exceptional circumstances require otherwise.

Parents/Carers

Parents/carers are expected to:

- Inform the school of any intimate care needs
- Provide appropriate spare clothing, nappies, wipes, or continence products where required
- Work collaboratively with the school
- Attend meetings where appropriate to discuss children's needs
- Communicate any medical conditions, allergies, or specific requirements associated with intimate care.

Intimate Care Procedures

General Procedures

Where intimate care is required:

- Explain the procedure to the child to obtain **verbal consent** where possible.
- The child's privacy will be respected at all times
- Another adult will be aware that intimate care is taking place
- Staff will explain actions to the child before providing support
- The child will be encouraged to do as much as possible independently
- Gloves and PPE will be used where appropriate
- Hygiene procedures will be followed carefully
- Dispose of waste materials hygienically; clean and disinfect surfaces.
- Record on the **Care Diary**, noting time and care given.
- Inform parents of all intimate care provided during the day (using the online care diary)

Toileting Accidents

Occasional toileting accidents will be managed sensitively.

Staff will:

- Reassure the child
- Support the child discreetly

- Contact parents/carers if necessary
- Maintain confidentiality

Children will never be shamed, punished, or embarrassed because of accidents.

Nappy Changing

Where nappy changing is required:

- A designated changing area will be used
- Appropriate hygiene procedures will be followed
- Staff will record changes if part of an agreed care plan
- Soiled items will be disposed of safely

Safeguarding

All intimate care activities carry safeguarding responsibilities for both children and staff.

Staff must:

- Follow the school's safeguarding procedures
- Report any concerns immediately to the Designated Safeguarding Lead (DSL)
- Record any unusual marks, injuries, or behaviours on CPOMS
- Maintain professional boundaries at all times

If a child becomes distressed or misunderstands an action, staff should:

- Reassure the child
- Stop the procedure if appropriate
- Report the incident to a senior member of staff
- Record the incident factually
- Inform parents/carers where appropriate

Allegations against staff will be managed in line with statutory safeguarding guidance.

Health and Safety

The school will ensure:

- Suitable facilities are available
- PPE is accessible
- Staff follow infection control procedures
- Soiled waste is disposed of safely in sealed liners and designated bins.
- Staff are trained in moving and handling where required.

Monitoring and Review

The policy will be reviewed every **two years** by the Deputy Headteacher for Inclusion Lead and approved by the governing body.