Federation of Liphook Infant School and Liphook CofE Junior School

Intimate Care Policy

Rationale

Liphook Federation is committed to ensuring that all staff responsible for the intimate care of children undertake their duties professionally, sensitively and safely in line with good practice set out by Hampshire Safeguarding Children's Partnership (HSCP).

HSCP requires organisations working with children to maintain safe, respectful, consistent and safeguarding-led approaches to personal care. This policy demonstrates how these expectations are met in our setting.

Definition

Intimate care is any care which involves washing, touching or carrying out a personal procedure that some children are unable to do due to needs arising from the child's age or stage of development, physical disability, special educational needs associated with learning difficulties or medical needs.

Intimate care may involve help with drinking, eating, dressing and toileting. In most cases intimate care will involve procedures related to personal hygiene and the cleaning of equipment associated with the process and should only be carried out by suitably trained, competent staff.

Aims

This policy aims to ensure that:

- Intimate care is delivered safely, respectfully and appropriately, in line with HSCP good practice
- The dignity, privacy, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against (Equality Act 2010)
- Parents/carers have confidence that staff understand intimate care and follow HSCP-aligned safeguarding expectations
- Staff carry out intimate care in ways that follow: health and safety requirements, manual handling guidance, HSCP safeguarding protocols, infection-control standards

Legislation and statutory guidance

This policy complies with:

- *Keeping Children Safe in Education (DfE)*
- *Early Years Foundation Stage statutory framework*
- *HSCP Safeguarding Children Procedures* (local safeguarding guidance for Hampshire)

HSCP requires that all personal and intimate care be delivered in a manner that **protects children from harm, respects dignity and ensures staff accountability**

Principles of Intimate Care

In line with HSCP expectations, all intimate care must ensure:

- Respect for each child as an individual
- Protection of dignity and privacy

- Encouragement of independence
- Sensitivity to communication needs and preferences
- Use of consistent and familiar staff to reduce vulnerability
- Recognition that children needing intimate care may have heightened safeguarding risks

Role of parents/carers

Parental permission

- Consent must be obtained for routine or occasional intimate care.
- For children with more complex needs, a personalised Intimate Care Plan is created with parents/carers.

If consent is not yet in place

- Permission will be sought before any procedure unless urgent comfort/safety requires immediate action.

Creating an Intimate Care Plan

Plans will:

- Be created jointly with parents, staff, the child (where appropriate) and professionals
- Reflect HSCP expectations for personalised, consistent, safe care
- Be reviewed twice a year or sooner if needs change

See appendix for a template plans.

Sharing information

Information will be shared appropriately to ensure safeguarding, consistency and effective communication, as recommended by HSCP

Role of staff

Designated Staff

Only staff with intimate care duties included in their job descriptions will carry out these tasks. All must have:

- Enhanced DBS checks
- HSCP-aligned safeguarding understanding
- Relevant training

Assistant Headteacher for Inclusion & SEN will:

- Oversee policy implementation
- Ensure HSCP-aligned training is delivered
- Lead on Intimate Care Plans
- Act as a contact for parents/staff

Training

Staff will receive:

- HSCP-aligned safeguarding training
- Task-specific intimate care training

- Manual handling training as required
- Hygiene and infection-control training

Intimate care procedures

Staffing

One staff member usually carries out care unless:

- Manual handling requires two adults
- Specialist equipment requires assistance
- There is a known risk of false allegations

HSCP recognises the need to **balance privacy with safeguarding**.

Continuity of staff

Where possible, the same familiar staff will support the same child to reduce vulnerability, in line with HSCP guidance.

Arrangements

- Toileting and nappy changing occur in designated, private, appropriate areas.
- Staff must inform another adult before leaving to carry out intimate care.
- Protective gloves, aprons, cleaning supplies and appropriate waste disposal are provided.
- Parents supply nappies, wipes, nappy sacs and spare clothing.
- All soiled clothing is securely bagged and discreetly returned at the end of the day.

Record-keeping

Every intimate care incident is recorded, including:

- Date and time
- Staff present
- Brief description
- Any concerns or observations

Concerns about safeguarding

Staff must follow HSCP safeguarding procedures if they notice:

- Unexplained marks/bruises
- A change in behaviour during or after care
- A disclosure or allegation
- Recurring soiling or regression

⇒ Concerns are reported to the DSL and recorded immediately.

⇒ If the school becomes aware of a serious concern about a member of staff, the Executive Headteacher will contact the Local Authority Designated Officer (LADO) within one working day, as required by Hampshire safeguarding guidance. The LADO advises the school on what to do next to keep children safe.

Specific Procedures

Nappy Changing (Early Years)

- Disposable gloves/aprons are used
- Hands washed thoroughly
- Soiled nappies will be put in medical waste
- Soiled items appropriately bagged and returned to parents at the end of the day.
- Records completed

Toileting Accidents

- Staff support sensitively and ensure a change of clothes
- Patterns monitored and shared with parents
- Care plan reviewed if needed

Menstrual Care

- Sanitary products available discreetly
- Staff do not physically change products
- Pupils receive PSHE menstrual hygiene education

This policy was formulated by the Executive Head teacher and Governors of The Federation of Liphook Infant School and Liphook C of E Junior School and is to be reviewed every three years or sooner if HCSP or DFE guidance changes.

Signed: ..... Signed: .....

Executive Head teacher Chair of Governors

Date: April 2026

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Intimate Care Plan

Name of child		Class	
Type of intimate care needed			
How often the support is expected			
Name of staff trained & authorised to provide intimate care	Primary staff:		
	Backup staff for absences/trips:		
Senior member of staff overseeing the plan (Assistant Headteacher)			
Where the intimate care will take place (must reflect HSCP expectations of privacy & safety)	Location(s) in school:		
	Alternative locations used on trips/outings		

What resources and equipment will be used, and who will provide them

Item	Provided by	Notes
Nappies/Pads	Parent/Carer	
Wipes	Parent/Carer	
Spare clothes	Parent/Carer	
Gloves/aprons	School	
Changing mat	School	
Disposal bags	Parent/Carer	
Other		

Description of care procedures

Explain how support will be provided, step-by-step (e.g., toileting routine, changing process):

Child preferences Where appropriate, record how the child prefers to be supported, e.g. language/phrases they understand, preferred staff or approaches, how to reduce anxiety/upset
Parent/Carer Information Sharing Record any relevant medical, developmental or continence information shared by parents
Risk Management / Safeguarding Considerations Two-staff requirement? Any known risks or considerations? Steps staff should take if concerns arise (changes in skin integrity, bruising, distress, disclosures): **Follow school safeguarding procedures and report to DSL immediately.**
Recording arrangements How intimate care episodes will be logged and shared with parents: Daily log or as needed. Notes will include: date, time, staff, brief description, any concerns. Logs shared via: _____

Agreement and signatures	
Parent/Carer	
Staff member completing the plan	
Assistant Headteacher	

Next review date This plan will be reviewed twice a year.	
Parent/Carer	
Staff member reviewing the plan	
Assistant Headteacher	

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Parent/Carer Consent Form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
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)	
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)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	
I **do not** give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). 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). 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.	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	