

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through **excellent education**.

Intimate Care Policy

Responsibility for approval: TWT School Directors Group
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Contents Page

1.0	Policy Statement	3
2.0	Scope and purpose.....	3
3.0	Definition.....	3
4.0	Legal framework.....	3
5.0	Principles	4
6.0	Roles and Responsibilities	4
7.0	Intimate Care Procedures	4
8.0	Intimate Care Plan.....	5
9.0	Reviewing This Policy.....	5

1.0 Policy Statement

1.1 We are an ambitious and inclusive Trust of schools, strengthening communities through excellent education. The Trust is committed to safeguarding, promoting welfare, dignity, privacy and wellbeing for all children who require intimate care.

2.0 Scope and purpose

2.1 This policy applies to all school leaders, EYFS settings, staff, parents and pupils. The policy ensures intimate care is provided safely, respectfully, consistently and in a child-centred manner.

3.0 Definition

3.1 This policy applies to all school leaders, staff, parents, and pupils. For the purpose of this document:

- the Ted Wragg Multi Academy Trust is referred to as **The Trust of Schools**,
- references to ‘teachers’ include all paid staff responsible for the supervision of pupils,
- references to ‘pupils’ include all learners in our school,
- references to ‘school’ refers to all education settings, regardless of type and
- we refer to Section 576 of the Education Act which defines the ‘parent’ of a pupil or young person as:
 - both of their natural parents, whether they are married or not.
 - any person who, although they are not the natural parent, has parental responsibility for the pupil or young person, as defined in the Children Act (1989).
 - any person who, although not the natural parent, has the care of the pupil or young person i.e., a person with whom the pupil lives, irrespective of their relationship to the pupil.

3.2 Disability is defined by The Equality Act 2010 as:

“A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

3.3 Under the Special Educational Needs and Disability (SEND) Code of Practice, ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. The definition includes physical disability such as cerebral palsy or muscular dystrophy, sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

3.4 Intimate care includes supporting the use of the toilet, nappy changing, continence support, personal hygiene, changing clothing after accidents, support with menstruation and certain medical procedures.

4.0 Legal framework

4.1 This policy draws on the guidance set out in:

- Keeping Children Safe in Education 2026
- EYFS Statutory Framework 2026
- Children Act 1989 and 2004

- Equality Act 2010
- Working Together to Safeguard Children 2023
- SEND Code of Practice 2015

4.2 It is written in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Health and Safety Policy
- SEND Policy
- Supporting Children with Medical Conditions Policy

5.0 Principles

5.1 The welfare of the child is paramount. We adhere to the following principles:

- All intimate care is delivered in a manner that protects dignity and privacy.
- Children are encouraged to develop independence appropriate to age and need.
- Safeguarding is everyone's responsibility.
- No child will be discriminated against because of disability, medical need or developmental stage.

6.0 Roles and Responsibilities

6.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory requirements. The Trust has delegated day-to-day responsibility for operating the policy to the local governing body and Headteacher of each school.

6.2 The local governing body and senior leadership team at each Trust school have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for fulfilling their roles and supporting to ensure its success.

6.3 Staff are responsible for following agreed care plans, recording care provided and reporting concerns immediately.

6.4. Intimate Care Plans will be written alongside parents and advice will be sought from relevant external professionals where necessary. Schools will work with parents/carers to agree expectations, share information and review support arrangements. Written consent should be obtained where an ongoing intimate care plan is required.

6.5 Schools will provide suitable facilities, PPE, handwashing arrangements, waste disposal and staff training.

6.6 Pupils have the right to assistance that respects their privacy and dignity and the right to feel safe and comfortable with the adults providing their care. Pupils will be encouraged to engage in the care procedure, know what's happening and give permission at each stage. They will have their feelings about the care they receive recognised and respected and will be encouraged and supported to work towards becoming independent where possible.

7.0 Intimate Care Procedures

7.1 Intimate care is a term used to describe activities involved in meeting the personal care needs of a child. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body, such as:

- changing nappies, underwear, continence pads or sanitary wear
- helping a child use the toilet
- bathing, showering or washing
- providing some forms of specialist medical care (such as inserting suppositories or pessaries).

- 7.2 Whenever possible, pupils should have a consistent adult who is responsible for their intimate care. This helps give pupils continuity and protects their dignity.
- 7.3 When providing intimate care, we will talk pupils through what we are going to do and where possible, seek consent, encourage independence and offer choice. We will talk to children about who they can go to if they are ever worried or uncomfortable about anything.
- 7.4 Two adults are not routinely required; however staff should follow risk assessments and school procedures.
- 7.5 Any marks, injuries, behaviour changes, disclosures or concerns identified during intimate care must be reported immediately to the DSL and in accordance with the Child Protection and Safeguarding Policy. Allegations concerning staff must be managed in line with Child Protection procedures. Staff may raise concerns through the Trust Whistleblowing Policy.
- 7.6 Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

8.0 Intimate Care Plan

- 8.1 If a pupil has specific intimate care needs, we will work with them, their parents and their health practitioner to agree how best to provide this support safely. This information will be recorded in their Intimate Care Plan.
- 8.2 The plan will set out:
 - what intimate care is needed
 - where it will be carried out
 - who will provide it
- 8.3 This plan will be reviewed at least termly but may be updated more regularly as a result of changes to the care requirements.

9.0 Reviewing this Policy

- 9.1 This document will be reviewed every 3 years, but may be reviewed and updated more frequently if necessary or in the following circumstances:
 - Changes in legislation and/or government guidance
 - As a result of any other significant change or event
 - If the policy is determined not to be effective

10.0 Intimate Care Plan Template

Name of Pupil:	
Type of intimate care needed:	
How often care will be given:	
Training required:	
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 making sure care is carried out according to the intimate care plan:	
Staff who will carry out intimate care:	
Additional Information:	
Signature of Parent:	
Date of review:	