



St Gabriel's CE Primary School

Intimate Care Policy

Our Vision Statement:

Our aim is to nurture children with the confidence and self-belief to achieve their best;
to have the courage to think for themselves;
to be resilient in their learning and ambitious in their hopes and dreams;
to live in harmony, respecting others;
to search and question throughout life's journey;
to find personal faith;
and to learn about the Gospel of hope and love found in Jesus Christ.

Seeking to nurture:

Sel**F**-belief Cour**A**ge Res**I**llience Ambi**T**ion **H**armony

“Stand firm... be courageous” 1 Corinthians 16:13

Policy Reviewed: Autumn 2025

Next Review: Autumn 2028

Intimate Care Policy

Introduction

At St Gabriel's CE Primary School, we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting school full-time. However, there are inevitably some children in mainstream educational establishments who are not fully independent.

The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. We will work with parents to support children in achieving this goal.

Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect. At St Gabriel's CE Primary School, we will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved – (following principles in Guidance for Safer Working Practice, School's Code of Conduct Guidance and Safeguarding Children Policy)

Pupils' Needs and Parental Consent

Staff work hard to build effective relationships with all parents and carers of children in our school. Any particular needs that a child may have will be dealt with sensitively and appropriately. Any child who has personal care or continence needs will be attended to in situ, discreetly.

We will inform parents of any child who has soiled themselves during the school day.

Parents will only be requested to come to school in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

We ask that all Reception class children have spare underwear in school for us to use if required. Some children will also require this in Years 1 and 2 in case of recurring accidents. These children do not require a personalised Intimate Care Plan.

We request that all parents of children in classes from Reception to Year 6 sign our annual Information and Parental Consent Form to consent for staff to assist with intimate care for continence difficulties and first aid incidents, which require removal of clothes to inspect the affected area (Appendix A).

Personal Care Plans

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', a personal care plan will be required (Appendix B). We will liaise with health visitors and/or the school nurse, if appropriate.

School requests that parents:

- agree to ensure that the child is changed at the latest possible time before being brought to school

- provide school with spare nappies/pull ups and necessary cleanser or wipes
- ensure that a change of clothing is kept in school

School will:

- change the child should they soil themselves or become uncomfortably wet
- agree how often the child would usually be changed
- liaise with parents over time to identify progress made
- inform parents should the child be distressed, or if marks/rashes are seen

Personal Care Procedures

The staff at St Gabriel's CE Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

Child Protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns. Whilst school maintains a robust safeguarding ethos, it would always be preferable for an additional member of staff to supervise changing a child for continence reasons. However, staffing constraints may not always allow for this.

Monitoring and Review

The SENCO and class teacher will liaise to monitor the effectiveness of the agreed Care Plan.

Any concerns that staff have about safeguarding issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Head Teacher for further referral if appropriate.

This policy runs alongside other school policies, particularly Safeguarding and SEND.

APPENDIX A

Annual Parental Consent & Information Form – Intimate Care Section

Intimate Care/First Aid Treatment

During school, children can sometimes experience continence difficulties or incidents which require first aid treatment. In situations of incontinence, staff will need to assist children to get changed or may sometimes have to remove clothing to check and provide adequate first aid treatment to injured parts of the body.

I give consent for my child to receive intimate care from staff to deal with instances of incontinence or first aid injuries.

☐

Yes

☐

No



APPENDIX B

Personal Intimate Care Plan and Consent Agreement

Date: _____

Name of child	
Year group	
Name/s of key staff responsible for undertaking intimate care procedures*	
What resources & equipment will be used:	
Who will provide the resources and equipment:	
Special arrangements for trips/outings:	
Review date:	
Review comments:	

If a child is unduly distressed, parents will be contacted.

**If the above named member/s of staff is/are not available, then another nominated member of staff child will attend to the child's needs.*

Please sign consent agreement overleaf

Intimate Care Plan – Parental Consent

- I agree to ensure that my child is changed at the latest possible time before being brought to the setting/school
- I will provide spare nappies/pull ups, cleanser and wipes (as agreed)
- I will provide sufficient changes of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: (parent/carer)

Date:

APPENDIX C

Personal Care Procedures

The staff at St Gabriel's CE Primary will follow agreed procedures to:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D).
- Report any marks or rashes to parents and Head Teacher/DSL if appropriate.
- Inform parent/carer that a continence issue has arisen during the day.
- Contact a parent/carer immediately where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Ensure that privacy and dignity are maintained during the time taken to change the child.

APPENDIX D

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be disposed in yellow bags and placed in general waste
- Changing area to be cleaned after use
- Hot water and liquid soap used to wash hands as soon as the task is completed
- Paper towels used for drying hands.

Intimate Care Changing Record

Class:_____

Please ensure parents are informed of all accidents.

[illegible]

[illegible]