Together we care, Together we learn, Together we achieve.
Gyda'n gilydd rydym yn gofalu, dysgu a chyflawni.



Ysgol Gynradd
COEDPENMAEN
Primary School

Intimate Care Policy

Objectives of this policy

Policy written:	**Summer 2026**
Headteacher signature:	
Chair of Governor's signature:	
Policy review date:	**Summer 2028**

1. Policy Statement

Coedpenmaen Primary School is committed to ensuring that all staff responsible for the intimate care of children and young people undertake their duties in a professional, safe and respectful manner at all times.

We recognise that intimate care must always be delivered in a way that preserves dignity and promotes the wellbeing of the child or young person. No child should be attended to in a way that causes distress, embarrassment, discomfort, or pain.

The welfare, dignity and privacy of every child are of paramount importance.

2. Equality, Inclusion and Anti-Racist Commitment

This policy has been developed in line with the **Equality Act 2010** and reflects the school's commitment to ensuring equitable treatment for all pupils.

We recognise that pupils may experience additional barriers linked to protected characteristics, including disability, race, religion or belief, sex, and gender identity. The school will take all reasonable steps to ensure that these needs are recognised, respected and appropriately supported.

The school is committed to being **actively anti-racist**. This includes recognising and addressing any potential for racial bias or inequality within intimate care practices. Staff will remain aware of how assumptions or unconscious bias may impact decision-making and will ensure that care is culturally responsive and equitable.

3. Rationale

This policy has been developed to safeguard children, young people and staff where intimate care is required. It provides clear guidance to ensure consistency, safety and respect in all situations.

All staff operate within local authority guidance and insurance arrangements, alongside agreed Individual Healthcare Plans or Intimate Care Plans, which are signed and shared with parents/carers and relevant professionals.

4. Definition of Intimate Care

Intimate care is defined as any activity required to meet the personal needs of an individual pupil on a regular basis or during a one-off incident. This may include:

- Feeding
- Oral care
- Washing
- Changing clothes
- Toileting
- First aid and medical assistance
- Supervision of self-care

Parents/carers have a responsibility to inform the school of any known intimate care needs.

5. Principles of Good Practice

All pupils have the right to:

- Be safe
- Personal privacy
- Be treated with dignity and respect
- Be valued as individuals
- Be involved in decisions about their care (where appropriate)
- Express their views and have them respected
- Receive appropriate and consistent levels of support

The school recognises that some pupils may require additional or adapted support due to individual needs and protected characteristics. Reasonable adjustments will be made to ensure equitable access.

6. School Responsibilities

The school will ensure that:

- All staff are subject to safer recruitment procedures, including enhanced DBS checks
- Only trained and authorised staff provide intimate care
- Intimate care plans are agreed with parents/carers and, where appropriate, the pupil
- Plans are reviewed at least every six months

Staff will:

- Promote independence wherever possible
- Support pupils to develop life skills
- Respond to verbal and non-verbal communication
- Maintain privacy at all times
- Record and review any adjustments relating to care

Cultural and Individual Needs

Consideration will be given to:

- Ethnicity
- Culture
- Religion or beliefs
- Communication needs

Any identified requirements will be recorded, monitored, and reviewed regularly in partnership with parents/carers.

Gender Considerations

While there is value in both male and female staff supporting pupils, the school will ensure that:

- The child's preferences are considered

- Gender identity is respected where appropriate
- Decisions are made in the best interests of the child

Staffing Arrangements

- Normally one member of staff will support a pupil
- Additional staff will be involved only where necessary
- Any deviations will be clearly recorded

7. Individual Healthcare Plans (IHPs

Where required, Individual Healthcare Plans will be developed in partnership with healthcare professionals and may include:

- Assisted feeding
- Medication administration
- Therapy support
- Medical interventions

8. Consent and Partnership with Parents/Carers

Written consent must be obtained before providing intimate care.

The school will:

- Work collaboratively with parents/carers
- Share any concerns promptly
- Inform families of any changes to staffing or procedures

Parents/carers agree to:

- Inform the school of any relevant changes
- Raise concerns promptly
- Work in partnership to support their child

9. Safeguarding

All practice will follow:

- All Wales Child Protection Procedures
- The school's safeguarding policy

Any concerns about a child's welfare, physical presentation, or staff practice must be reported immediately to the Designated Safeguarding Lead- Arianne Ansell-Jones

If a child:

- Becomes distressed → arrangements will be reviewed
- Makes an allegation → procedures will be followed immediately

10. Monitoring and Review

The school will ensure that this policy is:

- Reviewed regularly
- Monitored for equitable impact across all groups
- Informed by pupil and family voice

Where necessary, adjustments will be made to ensure that no group is disadvantaged.

11. Equality Impact Assessment Summary

This policy has been reviewed through an Equality Impact Assessment to ensure it promotes equity, dignity, and inclusion for all pupils. Consideration has been given to the protected characteristics outlined in the Equality Act 2010, including disability, race, sex, religion or belief, and gender identity.

As a result of this review, additional clarification has been included to strengthen recognition of diverse cultural, religious, and individual needs; ensure that reasonable adjustments are identified, recorded, and reviewed; and reinforce the importance of pupil voice and family involvement in planning intimate care.

The policy also makes explicit reference to inclusive practice in relation to gender identity and culturally responsive care. Ongoing monitoring will ensure that the policy is implemented fairly and does not result in disproportionate impact for any group.

Appendices

- Appendix A – Consent Agreement
- Appendix B – Partnership Agreement
- Appendix C – Environmental Plan
- Appendix D – Individual Intimate Care Plan
- Appendix E – Record of Intervention

Rights Respecting School Statement

This policy supports the principles of a Rights Respecting School and is underpinned by the United Nations Convention on the Rights of the Child (UNCRC). By promoting fair, equitable and inclusive practices, the school ensures that all pupils can benefit from a safe, healthy and high-quality learning environment where their rights are respected, protected and fulfilled.

- Article 3 – Best interests of the child
  → Ensuring the child's welfare, dignity, and wellbeing is the primary consideration

- Article 12 – Respect for the views of the child
  → Involving pupils in decisions about their intimate care where appropriate

- Article 16 – Right to privacy
  → Protecting the child's dignity and personal privacy during intimate care

- Article 23 – Children with disabilities
  → Ensuring appropriate support so all pupils can participate fully and with dignity



Appendix A/ B

Partnership Agreement and Consent for Intimate Care for a Child/Young Person

Ysgol Gynradd
COEDPENMAEN
Primary School

Child's Name:
Child's Date of Birth:
Child's School Year:
Child's Class Teacher & Support Staff:

The purpose of this agreement is to ensure that both parents/carers and professionals are in agreement with the intimate care to be provided and that staff have receive appropriate training. Teaching of certain care procedures may be carried out by the parent/carer or by the professional experienced in that procedure.

When the parent/carer and/or professionals are agreed that the procedure has been learned or where routine intimate care is to be provided, the details will be recorded fully below and all parties must sign this record and be provided a copy; an additional copy is to be retained on the child's file in school and where appropriate a copy is to be provided for the child's medical record.

Reasons why intimate care will be provided:

Who will provide this care (please details names and designation of those staff who will be providing
care):

Detail of care to be provided:

Parent/ carer Agreement:
I/ We give permission for the school to provide intimate care to child's name.
I/ We agree to this plan and consent to procedures identified.
I/ We will inform the school of any changes that may affect my/ our child's intimate care (e.g. if medication has changed or my/ our child has an infection).
I/ We will contact the school immediately if there are any concerns.

Name of Parent/ Carer(s):
Relationship to child:
Signature of Parent/ Carer(s Date:

Schools Agreement:

We agree to inform parents/ carer(s) of any concerns we have with regard to intimate care of their child.

We agree to inform parents/ carers of any changes in staff, procedure or any changes to this plan or our school intimate care policy.



We agree to treat all children with dignity and respect by providing appropriate support with intimate care professionally and with sensitivity.

Name of Headteacher:
Signature Headteacher:
Date:

A review of this agreement will be made on:

Outcome of review: (please detail any changes to the plan moving forward and produce a new

Individual Intimate Care Plan as required):

Appendix C

Intimate Care Environmental School Based Plan

Name of Pupil:		**Date of Birth:**	
Name of Parent/Carer:		**Name of Key Staff:**	
Name of School:		**Year Group:**	

Pupil Information	**Yes ✓ No X**	**Notes**

Level of understanding: · age appropriate · relevant ALN		
Communication: · use of particular words to describe body parts · use of alternative forms of communication		
Ability of pupil to assist - partial/full		
Relevant medical diagnosis/information: epilepsy, head control, skin condition, fragility, pain, other		
Behaviour considerations		
Weight (if known) / Stature		
Environmental Considerations	**Yes ✓ No X**	**Notes**
· Is there a dedicated changing area? · Is the area sufficiently heated?		

· Is there appropriate equipment eg mat, table, bin, gloves etc available? · Is a step required/available to access table? · Are spare nappies/clothing available? · Any other considerations?		
Staff Considerations	**Yes ✓ No X**	**Notes**
· How many members of staff are required? · Is moving and handling training required? · Are there considerations such as pregnancy, back pain, other? · Is any other training/information required?		
Safeguarding Considerations	**Yes ✓ No X**	**Notes**



· Refer to Safeguarding Policy · If there are concerns liaise with the child protection officer based at the school		

Appendix D

Individual Intimate Care Management Plan

Name of Pupil:		**Date of Birth:**	
Name of Parent/Carer:		**Name of Key Staff:**	
Name of School:		**Year Group:**	

Identified toileting/changing area	
Method of changing (eg standing or lying down)	**If a pupil can weight bare it is health and RCT recommendation that the pupil be changed standing up*

Resources provided by the parent/carers · Nappies (including spares) · Pull ups · Pads · Wipes · Spare clothing · Cream (if required)	
Resources provided by the school: e.g. antibacterial spray, disposable hygiene roll, bio-hazard bin liners, step, paper towel, hand wash, gloves, masks, aprons.	
Communication - can the pupil communicate that they need support with intimate care? How? What signs do staff need to look out for? How will staff communicate with the pupil that it is time to go to the toilet/changing room? Any code words to use/words to avoid?	
Level of assistance needed: e.g. undressing, dressing, hand washing, washing, wiping, drying, application of	

cream, talking/signing to child/young person.	
Storage of soiled clothing	
Frequency/toileting pattern How often? e.g. how often in the morning/afternoon/timed intervals/agree the limited amount of times to support with intimate care per day.	
Method of recording/monitoring Personal Care	
Encouragement/Reassurance: e.g. how will staff positively encourage/reassure pupils whilst meeting their intimate care needs/ any rewards used? What the member of staff will do if the child or young person is unduly distressed?	
Procedures for recording/ reporting concerns	
Disposal arrangements	
Considerations for off-site visits	



Any other comments/ important information: e.g. medical information, pupils own views/preferences/specific names for body parts. (It is recommended that, where possible, proper names are used for body parts) Sensory information	

Appendix E

Record of Intimate Care Intervention

Child's Name:	
D.O.B.:	

Date	Time in	Time out	Intimate care intervention	Staff Member	Comments	Sign
