



Intimate Care Policy

Policy title:	Intimate Care
Function:	To set out the school's statutory responsibilities and procedures for providing intimate care safely, respectfully and consistently, and for ensuring that pupils requiring intimate care are supported in a way that upholds their dignity, privacy and wellbeing.
Status:	Approved
Statutory guidance:	https://learning.nspcc.org.uk/child-health-development/intimate-care Keeping children safe in education - GOV.UK
Audience:	Students, Parents, Staff, Leaders, Trustees, General public
Ownership:	Board of Trustees/Headteacher
Last reviewed:	March 2026
Reviewed by:	Board of Trustees
Next Review:	March 2027

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1. Our Vision

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

2. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, privacy, rights and wellbeing of every child are safeguarded
- Students who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the students involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

3. Legislation and statutory guidance

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- [Keeping Children Safe in Education](#)

4. Role of parents/carers

4.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the consent form (if used), an intimate care plan will be created in discussion with parents/carers (see template in Appendix 1).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable and the school will inform parents/carers afterwards.

4.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

Parents/carers will be required to complete the school's Permission for Intimate Care form (see Appendix 2) before any intimate care is provided. The school will work closely with parents/carers and take their preferences into account to ensure that intimate care is delivered in a sensitive, appropriate and comfortable manner for the student.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

4.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected to also share relevant information regarding any intimate matters as needed.

5. Role of staff

5.1 Which staff will be responsible

All staff who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

The SENDCO will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

5.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training

- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

6. Intimate care procedures

6.1 Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, one member of staff will be present with each child, except for circumstances where:

- > Two members of staff are needed to:
 - Safely handle a child who needs to be assisted
- > There is a known risk of false allegations by the student.

In cases where a student needs regular intimate care, where possible, the same member of staff will assist the same student each time they need support. We will train 2-3 members of staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also people known to the child.

6.2 Arrangements

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies etc.:

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers.

Explain if/how instances of intimate care are recorded (including, for example, date/time, staff involved, any relevant observations such as skin integrity) and reported to parents/carers, if appropriate.

6.3 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Designated Safeguarding Lead.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

6.4 Management of menstrual care

All staff will be sensitive to the fact that:

- > Girls at our school may start to menstruate
- > While there is no shame or stigma attached to this, those students may wish to deal with it discreetly.

The school will offer sensitive and practical information to pupils about:

- > Where the sanitary products are
- > How to use and dispose of them correctly

Period products available to students can be found at Reception or students are able to access themselves, in a basket within all toilets.

Staff will not directly assist with the physical act of changing sanitary products.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PD curriculum.

7. Monitoring, review and evaluation

The Board of Trustees will ensure that the procedures and practices outlined in this Intimate Care Plan Policy are monitored, reviewed and evaluated.

The Headteacher will ensure that the Board of Trustees is provided with the necessary information to rigorously evaluate the effectiveness of the school's intimate care arrangements. This includes information relating to staff training, the implementation of individual intimate care plans, incident reporting and compliance with statutory safeguarding guidance.

The school will regularly review the needs and circumstances of students requiring intimate care, along with the arrangements in place to support them, to ensure that practices do not unfairly disadvantage any student on the basis of health condition, disability, or other protected

characteristics. This includes ensuring that reasonable adjustments are made where required and that all procedures promote dignity, privacy, consistency and inclusion.

Appendix 1: Template Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
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 ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Appendix 2: Template Parent/Carer Consent Form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>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).</p> <p>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).</p> <p>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.</p>	<input type="checkbox"/>
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	