

Liberty Academy Trust

Intimate Care Policy

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Written By	Jo Galloway
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1 Introduction

- 1.1 All children at Liberty Trust have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy and Health and Safety Policy. This policy supports the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) Statutory Framework 2026, Keeping Children Safe in Education (KCSIE) 2026, Working Together to Safeguard Children 2026, and the Equality Act 2010.
- 1.2 No child will be excluded or sent home because they are not toilet trained. Reasonable adjustments will be made to meet individual needs.

2 Definition of Intimate Care

- 2.1 'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products, personal hygiene and direct or indirect contact with a child.
- 2.2 Intimate care may involve one of the following:
 - cleaning a child who has wet or soiled themselves, or who requires changing during the course of a session in EYFS;
 - cleaning a child who has vomited on themselves , or who feels unwell;
 - supporting a child in school with dressing/undressing;
 - assisting a child requiring medical care, who is not able to carry this out unaided

3 Intimate Care Principles

- 3.1 This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage. Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them. Schools are committed to ensuring that all staff responsible for the intimate/personal

care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain. This guidance is to help ensure good practice in this area.

- 3.2 Where developmentally appropriate, staff will seek the child's agreement before providing intimate care, explain each stage of the process, and respect the child's views, dignity and privacy. Staff will use age-appropriate language and encourage children to communicate any discomfort or concerns.

Individual Care / Toileting plan and Risk assessments.

- 3.3 Information relating to a child's routine intimate care needs will normally be recorded within the pupil profile and supported through the child's individual risk assessment.
- 3.4 A personalised toileting care plan will be developed where additional needs have been identified, for example where there are specific mobility needs, medical requirements, behavioural needs, trauma-related concerns, communication difficulties, or where a child is undertaking a toilet training programme.
- 3.5 Where a personalised toileting care plan is required, the care plan will be developed in partnership with parents/carers and, where appropriate, the child and relevant health professionals. Risk assessments will be reviewed regularly and whenever needs change.

4 Training

- 4.1 Staff involved in providing intimate care will have access to appropriate training and support. Senior leaders should discuss with staff whether they feel confident in carrying out intimate care procedures and identify any additional support required.
- 4.2 It is good practice for staff to observe experienced colleagues carrying out intimate care procedures. Any observation must be undertaken in a way that maintains the child's privacy, dignity and wellbeing at all times.

5 Nappy changing procedures

- 5.1 Where possible, key persons change their own key child's nappy. If this is not possible, a designated replacement staff member (whom the child is familiar/comfortable with) will undertake this task.
- 5.2 Children are changed as and when necessary. Children's privacy during nappy changing and toileting is considered and balanced with safeguarding needs.
- 5.3 All children are changed in the children's toilets where necessary on the changing mat with the door slightly ajar. If a mat is used it should be covered with a disposable nappy changing cover.
- 5.4 Staff will wear a fresh pair of disposable gloves and a disposable apron for each nappy change.
- 5.5 Soiled nappies are bagged and placed in the designated nappy bin.
- 5.6 The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
- 5.7 Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- 5.8 Staff will inform parents/carers at the end of the day about the nappy changes throughout the day.
- 5.9 Staff providing intimate care must inform another member of staff before undertaking the task. Whilst intimate care will normally be carried out by one member of staff, another member of staff should be aware that the care is taking place and be available to provide support if required

6 Toileting 'accident' procedure

- 6.1 When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can - lots of praise and encouragement will be given to the child when they achieve.
- 6.2 Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be available if required.

- 6.3 Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- 6.4 Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively.

7 Infection Control Measures

- 7.1 Staff will follow current infection prevention and control guidance, safely dispose of contaminated materials, and clean and disinfect surfaces and equipment after each use

8 Safeguarding

- 8.1 A child will only ever be changed or cleaned by an employed member of staff. If possible, this will be their keyworker or if not someone who is familiar to the child. This way children will develop a routine and trust and an early understanding of who is safe to support them during intimate care.
- 8.2 All staff involved in intimate care will have undergone appropriate safer recruitment checks, including an enhanced DBS check with children's barred list information where required
- 8.3 Staff who provide intimate care have all received Safeguarding training (and, if appropriate, Moving and Handling training).
- 8.4 Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one staff member but another staff member will always be informed of this beforehand.
- 8.5 If a member of staff notices unexplained marks, bruising, soreness, repeated urinary infections, behavioural changes, unusual sexualised behaviour, or any other safeguarding concern, these must be reported immediately to the Designated Safeguarding Lead in accordance with the Safeguarding Policy. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- 8.6 If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures

- 8.7 Any concerns regarding staff conduct during intimate care, including low-level concerns, must be managed in accordance with the school's safeguarding procedures and KCSIE guidance. Any allegation against staff must be reported into the allegations database and alerted to the LAT Director of Safeguarding.

9 Record keeping

- 9.1 Details of routine intimate care requirements will normally be recorded within the pupil profile and supported through the child's risk assessment.
- 9.2 Where a personalised toileting care plan is required due to additional needs or toilet training, intimate care arrangements will be discussed with parents/carers on a regular basis and recorded within the plan. The plan will include:
- what care is required
 - number of staff needed to carry out the task (if more than one person is required, reason will be documented)
 - additional equipment required
 - child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
 - child's level of ability, i.e. what tasks they are able to do by themselves
 - acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
 - be regularly monitored and reviewed in accordance with the child's development
- 9.3 All intimate care incidents involving soiling, toileting accidents, or personal care support should be recorded, including the date, time, member of staff involved, support provided, and confirmation that parents or carers were informed where appropriate.

10 Review

- 10.1 This policy will be reviewed annually.

11 Social responsibility statement:

- 11.1 Liberty Academy Trust acts with integrity and accountability in all aspects of its operations. We strive to make a positive impact on our students, staff, communities, and the environment by promoting equity, sustainability, and ethical practices. Our commitment to social responsibility underpins every decision we make, ensuring that we contribute to the well-being of society while fostering an inclusive and respectful educational culture.