



CHALKWELL HALL JUNIOR SCHOOL

Intimate Care Policy

Implementation Version Issued

September 2026

Governing Body Ratification

**Pending – earliest available
Governing Body Meeting**



**Tenacitas
Trust**

Intimate Care Policy

Chalkwell Hall Junior School

Policy Owner: Headteacher

Approved by: Local Governing Body

Review Date: Annually

1. Purpose

Chalkwell Hall Junior School is committed to safeguarding and promoting the welfare, dignity, health, safety and independence of all pupils.

This policy provides clear guidance for staff who support pupils with intimate care needs and ensures that all care is delivered in a respectful, safe and professional manner that promotes children's dignity and wellbeing.

2. Definition of Intimate Care

Intimate care is any care that involves washing, touching or carrying out a procedure to intimate personal areas which most people usually undertake themselves.

Examples may include:

- Supporting a pupil following a toileting accident
- Assisting with changing clothes following soiling or illness
- Supporting personal hygiene where a medical condition or disability impacts independence
- Administering intimate medical procedures where appropriate training has been provided
- Providing personal care as detailed in an Individual Healthcare Plan or Personal Care Plan

3. Principles

The school will ensure that:

- Every child is treated with dignity, sensitivity and respect.
- The child's privacy is protected as far as possible.
- Intimate care is provided in a safe environment.
- The wishes, feelings and rights of the child are respected.
- Children are encouraged to develop independence appropriate to their age and needs.
- Parents and carers are fully involved in planning arrangements where ongoing support is required.
- Safeguarding remains paramount at all times.

4. Roles and Responsibilities

Headteacher

The Headteacher will ensure that:

- Appropriate procedures are implemented and monitored.
- Staff receive relevant training.
- Individual care plans are in place where needed.
- Safeguarding concerns are dealt with in accordance with school procedures.

Staff

Staff providing intimate care will:

- Maintain the child's dignity and privacy.
- Explain what they are doing and seek the child's cooperation.
- Encourage independence wherever possible.
- Wear appropriate protective equipment (PPE).
- Record significant incidents or concerns.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).

Parents and Carers

Parents and carers are expected to:

- Inform the school of any medical needs affecting personal care.
- Provide spare clothing where appropriate.
- Work with the school to develop care plans when ongoing support is required.

5. Supporting Pupils Following Unexpected Accidents

Although pupils attending a junior school are generally expected to be toilet trained, occasional accidents may occur.

In these circumstances:

- Staff will respond discreetly and sensitively.
- A private area will be used where possible.
- Pupils will be encouraged to clean and change themselves where appropriate.
- Staff will provide help only to the level required.
- Parents will normally be informed if a significant accident occurs.
- The incident will be recorded if necessary.

Where accidents become frequent or form a pattern, discussions will take place with parents to identify any underlying medical, emotional or developmental needs.

6. Planned Intimate Care

Some pupils may require regular support because of:

- Special educational needs
- Disabilities
- Medical conditions
- Temporary injuries

Where regular intimate care is required:

- A personalised care plan will be created.
- Parents and carers will be consulted.
- Appropriate risk assessments will be completed.
- Clear guidance will be given regarding routines and responsibilities.
- The child's views will be considered whenever appropriate.

7. Safeguarding

All staff must remain alert to safeguarding concerns.

If a member of staff notices:

- Unexplained marks or bruising
- Changes in behaviour
- Signs of neglect
- Any disclosure made by a child

They must follow the school's safeguarding procedures immediately.

Intimate care must never:

- Involve unnecessary physical contact.
- Be carried out in a way that could be misinterpreted.
- Be used as a form of punishment or behaviour management.

8. Protecting Children and Staff

The school recognises the importance of protecting both pupils and staff.

Therefore:

- More than one adult should be nearby and available if required.
- Staff will inform another colleague when intimate care support is being provided.
- Doors should not be locked unless there is a specific risk assessment requiring this.
- Staff will work in accordance with safeguarding and professional conduct guidance.
- Any concerns raised by staff, pupils or parents will be investigated promptly.

9. Confidentiality

Information relating to a pupil's intimate care needs will be treated sensitively and shared only with staff who need to know in order to support the child appropriately.

10. Equality and Inclusion

The school will make reasonable adjustments to ensure that pupils with disabilities, medical needs or SEND can access education safely and with dignity.

No pupil will be discriminated against because they require intimate care support.

11. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Statutory guidance changes;
 - School procedures change; or
 - A significant incident indicates a need for review.
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Appendix A: Intimate Care Record

Date	Pupil	Nature of Support	Staff Member	Parent Informed	Notes

Appendix B: Individual Intimate Care Plan

Pupil Name:	
Class:	
Medical/SEND Need:	
Support Required:	
Level of Independence:	
Staff Responsible:	
Parent/Carer Agreement:	
Review Date:	

This plan should be reviewed at least annually or sooner if needs change.