

Hoo St Werburgh
Primary School

&

The
Marlborough



Hoo St Werburgh Primary School & The Marlborough

Intimate Care Policy

February 2026

Signatories

Head of Hoo St. Werburgh Primary	Mrs L Boffa	
Head of Marlborough	Mrs L Kennett	
Executive Head of Hoo St. Werburgh Primary	Mrs E Poad	
Executive Head of The Marlborough	Mr M Burgess	
Chair of Governors	Mrs A Costidell	

Members of Staff Responsible:

Mrs L Boffa	Head of School – Hoo St Werburgh Primary School
Mrs J Gallacher	SENCD0 – Hoo St Werburgh Primary School
Mrs L Kennett	Head of School – The Marlborough
Mrs K Speller	SENDCo – The Marlborough

Review	
Dated	February 2026
Next Review	Yearly – February 2027

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (such as cleaning up a pupil after they have soiled themselves). In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure (e.g. the administration of rectal diazepam) only a person suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Hoo St Werburgh Primary and The Marlborough are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. We recognise there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Best Practice

The management of all children with intimate care needs will be carefully planned. The child's welfare and dignity is of paramount importance.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up with parents, carers and health agencies as applicable, for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Two staff will be involved – one to carry out the care and the second to be available should the need arise. The second person will remain in

the vicinity, having been informed of the care needed and ready to provide assistance if required.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's Individual intimate care plan.

The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

There must be careful communication with each learner who needs help with intimate care in line with their preferred means of communication (verbal, visual, PECS, etc) to discuss their needs and preferences. Where the learner is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all pupils in a way that reflects their age and level of understanding.

The religious views, beliefs and cultural values of children and their families should be taken into consideration, particularly as they might affect certain practices or determine the gender of the carer.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Children Wearing Nappies/Pads

Some children may enter school wearing nappies or pads. The school will provide information of policies and practices within the school. Parents are expected to provide nappies (pads), disposal bags and wipes and the school will provide gloves, plastic aprons, a bin and liners to dispose of any waste.

Recording Intimate Care Needs

Parental agreements and arrangements are recorded on the child's intimate care plan.

An intimate care record sheet is kept for children requiring assistance. The adult providing the intimate care support will complete the record on each occasion the child is supported (see appendix 1).

Policies which directly relate to the Intimate Care Procedures

- Child Protection and Procedures Policy
- Health and Safety Policy
- Touch Policy