



City Academy
Whitehawk

Whole School Intimate Care Policy 2025-26

Contents

- **Section A – Individual Intimate Care Plans (Year 1 – Year 6)**

This section covers individual intimate care plans for pupils Year 1 to Year 6. These agreements are made with families on a case by case basis.

- **Section B – EYFS Intimate Care and Changing Policy (Nursery & Reception)**

This section is for Nursery and Reception pupils. All EYFS families are asked to provide their consent on the basis that there may be a point that their child may need support with intimate care due to their age.

SECTION A:

Individual Intimate Care Plans (Year 1 – Year 6)

CAW Intimate Care and Changing Policy 2025-26

City Academy Whitehawk's primary concern is to address the needs of all children to help them achieve their full potential. We work in partnership with parents/carers and encourage and support the involvement and inclusion of individual children and it is for this reason that we have an intimate care policy.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at City Academy Whitehawk work in partnership with parents/carers to provide continuity of care to children wherever possible.

City Academy Whitehawk is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. City Academy Whitehawk recognises that there is a need to treat all children with dignity and respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy in intimate personal areas. Examples include care associated with continence and nappy changing as well as more ordinary tasks such as helping with personal hygiene.

Child Protection

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruising, soreness or discharges etc. they will immediately report concerns to a designated safeguarding lead who will follow the procedures outlined in the Safeguarding policy.

If any parent/carer or member of staff has concerns or questions about intimate care procedures or individual routines, they should contact a Designated Safeguarding Lead at the earliest possible convenience. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution. A school/parent/carer agreement will be produced for each child receiving intimate care, which will outline the need, level of care and routine, expectations and staff involved. This will be signed and dated by both parties before Intimate Care arrangements are conducted. This information will be recorded in CPOMS and the school's copy will be held in a secure file.

The setting operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at the school.

If an allegation is made against a member of staff, the setting will follow the procedure outlined in the current Safeguarding Policy.

General procedures

Children who require intimate care are treated respectfully. For this reason, all staff who provide intimate care are trained to do so, including Child Protection and Health & Safety training. All staff involved have been checked in accordance with Disclosure & Barring Service (DBS) requirements.

There is careful communication with each child who requires assistance with intimate care, in line with their preferred means of communication, to discuss the child's needs and preferences. Staff will encourage each child to do as much for themselves as they can and individual intimate care plans will be drawn up for the child. When appropriate, staff will support parents to encourage children to safely develop skills and routines, enabling them to be as independent as they are capable of being.

One child will be cared for by one adult where possible, unless there is good reason for having two adults present. If this is the case, the reasons will be clearly documented. If due to staff absence or in other emergencies nominated staff are not available, parents/carers will be informed at the earliest opportunity and their permission will be sought for the new appropriate adult to undertake the duty. When this is not agreed, parents/carers may be asked to support the school by undertaking hygiene care arrangements. Parents/carers will be consulted about their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints.

Pull up (nappy) changing procedures

In order to support children to develop their personal care skills, to minimise adult intervention, to avoid children having to lie down, and minimise disruption to routines for the children and staff, we therefore politely request that where intimate care is required, children wear pull ups rather than nappies to school. Where there is a known physical or medical requirement, wearing a nappy may be acceptable.

Our aim is, whenever possible that intimate care is carried out by an adult known to the child. However, due to staffing arrangements, there may be times when this is not possible. We will inform the parent/carer if this is necessary and if this causes any distress to the child, the parent/carer may be required to support the school with the change.

A child will always be consulted before an intimate care routine takes place. This gives the child time to process what is going to happen next. They will never be forced to leave what they are doing. The child will be encouraged to do as much of the intimate care as they are able to do with adult support/supervision.

Staff will use an appropriate toilet facility to maintain the child’s privacy. These areas are enclosed enough to respect the child’s privacy yet are not beyond sight of other staff members.

When possible, children will be changed standing up unless there is a known medical or physical condition which would prevent this. The child’s preference/needs will be considered, together with any assessed risks involved.

Staff will wash their hands and wear fresh aprons and disposable gloves while changing a child. For more information on Infection Control, please see our Infection Control Standard.

Soiled pull ups, wipes and gloves will be securely wrapped and disposed of appropriately in the designated covered bin with a disposable liner. The bin will be emptied regularly and the liner replaced. Children’s soiled clothing will be securely wrapped and sent home.

The changing area will be cleaned with a detergent spray or soap and water.

Hot water and soap are available for staff and children to wash their hands as soon as changing is finished.

Paper towels are available to dry hands.

Parental Agreement – I have read and understood the policy and agree for my child to receive intimate care at school. This consent is recorded through my completion of the ‘CAW Intimate Care and Changing Policy 2025-26’ online form and is recorded on the school’s Arbor system.

Staff Declaration - I have read and understood and agree to enforce the Intimate Care & Changing Policy. I understand that failure to comply with the policy could result in disciplinary action, dismissal and/or legal action. This declaration is recorded through my completion of the ‘CAW Intimate Care and Changing Policy 2025-26’ and is recorded on as a signature on a paper copy of this policy which is stored in on the school’s file system.

Staff Signatures:	Parent/Carer Signature:
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SECTION B:

EYFS (Nursery & Reception) Intimate Care and Changing Policy 2025-26

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Definition

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Child Protection

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruising, soreness or discharges etc. they will immediately report concerns to a designated safeguarding lead who will follow the procedures outlined in the Safeguarding policy.

If any parent/carer or member of staff has concerns or questions about intimate care procedures or individual routines, they should contact a Designated Safeguarding Lead or the Assistant Headteacher for Early Years at the earliest possible convenience. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. A school/parent/carer agreement will be produced for each child receiving intimate care, which will outline the need, level of care and routine, expectations and staff involved. This will be signed and dated by both parties before Intimate Care arrangements are conducted. This information will be recorded in CPOMS and the school's copy will be held in a secure file.

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Issue: 04 September 2025

Review date: September 2026

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Staff who will be able to carry out intimate care for EYFS children as per this agreement:

<i>Permanent EYFS Staff 2025-26:</i> Dora Rackham Sabina Miah Debbie Wheatland Geetika Mishra Sonia Kent	<i>EYFS Midday Supervisors 2025-26:</i> Kerry Pattinson Sarah Fogden Andrea Heffernan	<i>Office Team 2025-26:</i> Clare Howard Tiala Bennett
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