



Houghton Regis Primary School

'Growing minds, shaping futures and inspiring lifelong learning'



Headteacher: Mrs R Parmar

Deputy Headteacher: Mr S English

Assistant Headteachers: Ms D Faure-Alexis & Mr D de Gouviea-Smith

Intimate Care Policy

2026-2027

Intimate Care Guidelines

Every school will at some time find that it has one or more of their pupils who require assistance of an intimate nature. All care practices are known and approved by the Governing Board where necessary and appropriate. Once approved, the list of care practices should form part of the school's wider policy statements. Staff behaviour is open to scrutiny and the staff at Houghton Regis Primary School always work in partnership with parents/ to provide continuity of care to children where possible.

Principles of Intimate Care

The following are the fundamental principles upon which the policy is based:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to have levels of intimate care that are as consistent as possible

What might we describe as intimate care?

- Supporting a pupil with dressing and undressing.
- Changing nappies / pull ups.
- Cleaning a young or SEND pupil who has soiled him/herself.
- Assisting a child with regular medical care if unable to carry this out unaided.

Intimate care may involve care tasks where indirect or direct exposure of the genital area may be unavoidable.

St Michaels Avenue, Houghton Regis, Bedfordshire, LU5 5DH

Telephone: 01582 867487

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At Houghton Regis Primary School we believe that the children should have the right to be safe in relation to their bodies. We treat each child with dignity and ensure privacy appropriate to the child's age and understanding.

- One member of staff should carry out intimate care such as toileting in a designated area and another adult will be informed and remain nearby, to ensure the well-being and safety of both the child receiving care and the member of staff. This can also help in case additional support or assistance is needed.
- Involve the child as far as possible in caring for themselves.
- Understand the need to be sensitive and responsive to a child's reactions.
- If a child shows a concern, or feels uncomfortable with a staff member then every effort will be made to find out the reason and the responsibility of care will be given to someone else.
- Report to the Designated Safeguarding Lead any concerns and record immediately.
- The use of personal mobile phones, cameras, and other recording devices in changing areas or during intimate care procedures is strictly prohibited. This includes taking photos, videos or audio recordings.

Intimate Care in Relation to Medical Needs

Some pupils have daily needs and need assistance. All care practices will be discussed with the child's parents and the Headteacher or a member of Senior Leadership Team and explained to staff, using outside agencies for advice if necessary. Care plans will be adhered to if devised for an extraordinary medical need.

Our Approach to Best Practice

Houghton Regis Primary School is committed to ensuring that all staff always undertake their duties in a professional manner. No child will be attended to if in any way they show signs of distress. Staff who deliver intimate care have had training in child protection issues. Health and safety training is also given. Children will have a high level of privacy, choice and control.

Responsibilities of Staff Involved with Intimate Care

- At Houghton Regis Primary School all staff are DBS checked on application.
- The Headteacher and the Designated Safeguard Lead must ensure that all staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy and Guidelines.
- All staff must have an awareness of the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate care arrangements must be agreed by the school, parents/carers and a signed consent form will be kept in the child's file.

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- If a member of staff has any concern regarding the physical change in a child's presentation e.g. marks, bruises, soreness etc, this will be immediately reported to the Designated Safeguard Lead who is the designated person for child protection.
- If a staff member has concerns about an intimate care practice they must report this to the Designated Safeguarding Lead or one of the Deputy Designated Safeguard Leads. The well-being and dignity of the child will remain paramount at all times during any incident requiring intimate care.

Changing agreement for parents

CARE PLAN FORif needs to be changed:

- A staff member will take your child to our changing area for privacy and space.
- Another member of staff will be informed to ensure safety and provide additional support if needed.
- A suitable changing area will be used and staff will use resources provided by parents/carers.
- Your child will be asked to remove their clothing. Adult to assist if necessary.
- Staff members will clean shoes if required and place soiled clothes in a bag.
- Your child will be asked to clean themselves with support as required.
- Nappies will be disposed of safely, by double wrapping in nappy sacks and placing them in a hygienic nappy disposal unit.
- All staff members will wear disposable gloves and aprons.
- Changing area will be thoroughly cleaned after use.
- Hot water and liquid soap will be used to wash hands as soon as the task is completed and paper towels used for drying hands.

By signing this you are giving permission for your child to be changed by a member of staff and for sensitive skin wet wipes to be used.

.....(Parent)

.....(Headteacher)

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