



Intimate Care Policy

July 2026

Approved by	Date	Review Schedule	Date of next review
Trust Board	July 2026	Annual	July 2027

Saint Paul teaches, ‘the body is not made up of one part but of many.’
Chester Diocesan Learning Trust recognises and nurtures the unique gifts, skills and talents within our whole community.

We will empower adults and children to grow in character and mind, shaping a better future.

Shaping better futures; one body, many parts.

1. Introduction & Statutory Framework

Chester Diocesan Learning Trust (CDLT) is committed to ensuring that all learners have access to safe, clean, and private toileting facilities. This policy is based on the following statutory guidance:

- **KCSIE (as updated):** Safeguarding and safer working practices.
- **UKHSA:** Health protection in schools (Infection Control).
- **Equality Act 2010:** Supporting pupils with disabilities and medical conditions.
- **Early Years Foundation Stage (EYFS) Statutory Framework**

2. Principles of Care

We respect our learners' rights to safety, dignity, and privacy.

- **Independence:** We aim to move learners toward self-care wherever possible.
- **Consistency:** Where possible, the same staff members will provide care to build trust.
- **Communication:** Staff will explain every action to the child (e.g., "I am going to help you change your pad now") using the child's preferred communication method.

In line with the EYFS Framework, our schools will provide suitable, hygienic changing facilities for children in nappies/pull-ups, and keep parents informed of intimate care provided.

3. Staffing & Safeguarding

- **DBS Requirements:** All staff providing care must have an Enhanced DBS with Barred List check.
- **Lone Working:** One-to-one care is the norm to protect the child's privacy. However, a second member of staff must always be aware that the procedure is taking place (e.g., "within earshot"). Two staff members will only be required if a Risk Assessment identifies a need (e.g., manual handling/hoisting or a high-risk safeguarding profile).
- **Named Staff:** Only staff named on the Individual Care Plan (ICP) should provide care, except in emergencies.

4. Infection Control & PPE

To comply with UKHSA guidance, the following must be adhered to:

- **PPE:** Disposable gloves and plastic aprons must be worn for every episode of intimate care. These must be disposed of after a single use.
- **Cleaning:** The changing area (bench/mats) must be cleaned with detergent and disinfectant (meeting **BS EN 1276** standards) immediately after each use.
- **Waste:** Soiled items must be double-bagged and disposed of in a foot-operated clinical waste bin (Tiger Bag) provided by a registered waste contractor.
- **Hand Hygiene:** Both staff and (where possible) the learner must wash hands thoroughly with warm soapy water after the procedure.



5. Facilities & Environment

- **Access:** Toilets must be well-stocked with paper, soap, and towels.
- **Privacy:** Changing areas must be screened off or in a private room but should not be hidden from the view of other staff members.

6. Allergy Safety

Product Procurement & Cross-Contamination:

- **Approved Products Only:** The school will only use wipes, barrier creams, and lotions provided by the parent/carer or those explicitly vetted by the school.
- **Labelling:** All creams and wipes must be in original packaging with clear ingredient lists. Homemade or decanted products are prohibited.

Glove Protocols: Staff must use powder-free, non-latex gloves. If a child has a specific contact allergy (e.g., to certain plastics), this must be highlighted in their **Personal Care Plan**.

Double Checking

- Before any intimate care begins, staff must verify the child's **Allergy Action Plan**.
- A Point of Care checklist in the changing area listing all children with life-threatening allergies.

Benedict's Law: Information Sharing

- **Staff Training:** All staff performing intimate care must be trained to recognise the difference between a localised skin reaction and the onset of systemic anaphylaxis.
- **Emergency Response:** Auto-injectors (EpiPens) must be accessible within the changing area or immediately adjacent, not locked in a distant medical room.

7. Documentation & Reporting

Individual Care Plan (Appendix A): Must be signed by parents, the school, and (where appropriate) the child. It must be reviewed **at least annually**

Risk assessment: see **Appendix B**

Intimate Care Log Appendix C: A contemporaneous record must be kept. It must include:

- Date and time.
- Name of child and staff member.
- Specific care given.
- Any unusual observations (e.g., skin rash, bruising, or changes in behaviour).

Safeguarding: Any concerns regarding a child's physical appearance or behaviour during care must be reported immediately to the Designated Safeguarding Lead (DSL).

7. Responsibilities

Governors: Ensure staff are trained and facilities meet legal standards.

Parents: Provide all equipment (such as nappies, wipes, spare clothes) and update the school on any medical changes immediately.

Learners: To be involved in their care plan and communicate needs as clearly as they can.

1. Appendix A -Individual Intimate Care Plan

See example:

www.bbuk.org.uk/wp-content/uploads/2022/09/Sample-care-plan-for-schools-2022-paediatric-Bladder-Bowel-UK.pdf

2. Appendix B – See [RA 018 Intimate Care & Toileting](#)

3. Appendix C: CONFIDENTIAL: DAILY INTIMATE CARE LOG

Learner _____ Class / Year _____
Name: _____ Group: _____

Staff Compliance Checklist (Before Every Entry):

	PPE worn (Disposable gloves and apron).
	Hands washed before and after procedure.
	Area sanitised with appropriate cleaner.
	Waste double-bagged and placed in clinical waste bin.

Date	Time	Type of Care Given	Observations / Notes	Staff Initials
		<i>(e.g., Nappy change, pad, catheter)</i>	<i>(Record skin condition, bowel movements, or distress)</i>	