



Spread your wings, learn new things, fly as high as you can.

Intimate Care Policy

Approval Date: October 2023

Review Date: October 2024

1. Aims

This policy aims to ensure that:

- › Intimate care is carried out properly by staff, in line with any agreed plans
- › The dignity, rights and wellbeing of children are safeguarded
- › Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- › Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- › Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance as set out in Keeping Children Safe in Education 2022.

3. Role of parents

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure. (See appendix 1)

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs. (See appendix 2)

3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

4.1 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 Changing Nappies

Within our Little Doves Nursery (Our Terrific for Twos Provision) there will be the need to change children's nappies that are not yet toilet trained. Only practitioners who have had DBS checks completed are able to change nappies. Practitioners will follow procedures at all times as the well-being of the child is paramount. Nappies will be checked regularly and staff will change nappies on a rota basis so that it is not same person every time. The child's key person will liaise with parents and carers in regard to their child's readiness to begin potty/toilet training and this will be especially supported during the term they turn 3 before they transition into Nursery. Parents are required to provide enough nappies, wipes and creams for their child during their stay, and sufficient changes of clothes in case of accidents. No medical creams will be administered unless prescribed by a GP.

The procedures involved in changing a child's nappy are as follows:

- Aprons and gloves are to be worn by practitioners at all times throughout nappy changing.
- The changing area is to be disinfected before and after each change
- Practitioners ensure they wash their hands between each nappy change.
- Children MUST be supervised at all times whilst on the changing unit, practitioners MUST ensure all their attention is on the child they are changing and MUST not be distracted during the change by other staff or parents.
- Nappies are to be placed in a nappy sack if wet or soiled (double bagged where needed).
- All nappy changes are to be recorded on the record of intimate care sheets in the room and parents are given verbal feedback when they collect their children.
- All nappies are collected weekly by PHS for incineration.
- To adhere to safeguarding policy and procedures, practitioners should inform their colleagues that they are changing nappies. Staff should remain vigilant, and report any suspicious behaviour to the Designated Safeguarding Lead immediately.
- Always remember to make nappy changing a happy time by talking and singing with the children whilst they are having their nappies changed.
- Once children do start potty/toilet training they are encouraged and shown how to wash their hands with soap and use paper towels.

- Should a child become distressed, agitated or refuse to allow a practitioner to change their nappy, a senior member of staff will be informed, and parents/ carers may be contacted. Safeguarding procedures will be followed, where deemed necessary.
- Independence is encouraged at all times. Staff will assist children in dressing and undressing, where necessary (e.g. a change of clothes). Other staff members must be made aware this is happening. Where children can dress or undress independently, this must be encouraged. Adults must never remove children's underwear (unless soiled; to help them change). Adults must never comment negatively about a child's clothing/ underwear/ body.

5.2 Assisting a child to change his / her clothes

This is more common in our Early Years Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he/she has an accident at the toilet, gets wet outside, or has vomit on his/her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way, parents will be sent for and asked to assist their child and informed if the child becomes distressed. The member of staff who has assisted a pupil with intimate care will complete a record of the intimate care. (see Appendix 3)

5.3 Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstances the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his/her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available within the toilet areas in the Early Years Unit and within the Key Stage 1 shared area).
- Any soiled clothes (etc) that are not being sent home with the child need to be disposed of in the 'Nappy Bin' within Little Doves (Our Terrific for Twos Provision)
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Headteacher is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.
- The member of staff who has assisted a pupil with intimate care will complete Appendix 2

5.4 Showering

Children who are independent are entitled to respect and privacy when changing their clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations, and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

This means that staff should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children or shower with children.

5.5 Basic Hygiene Routines

- Always wear protective disposable gloves
- Seal any soiled clothing in a plastic bag for return to parents

In the case of Early Years Foundation Stage children and in particular a Key Stage 1 child, in order to avoid any unnecessary distress, a member of staff may assist the child, unless a parent has requested otherwise or if the child is reluctant. Parents will be contacted as soon as it is practical to do so.

6. Child Protection/Safeguarding Guidelines

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a member of the Senior Leadership Team.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

7. Providing Comfort or Support to a Child

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Teacher for Child Protection.

8. Swimming

Our Key Stage 2 children participate in a swimming programme. Children are entitled to respect and privacy when changing their clothes, however, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur. Where a child needs additional support for changing parental permission will be sought and a personal care plan will be drawn up so as to maintain dignity but increase independence.

9. Residential Trips

Residential educational visits are an important part of our school experience. Particular care is required when supervising pupils in this less formal setting.

As with Extra-curricular Activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Child Protection procedures.

It is best practice in our school that when an incident has taken place that has necessitated a member of staff to be present when children are changing that an incident report is made.

10. Night Time Routines

It is established practice that the children's bedrooms are private spaces and anyone else wanting to enter the room should knock and announce their intention to enter.

At bedtime, children are given a set amount of time to change and prepare for bed and will be told when the supervising teachers will visit the rooms to check all is okay and switch off the lights. A reciprocal arrangement is in place in the mornings.

There are occasions when incidents take place during the night and the need arises to:-

1. Assist a child to **change his/her clothes**.
2. **Change a child** who has soiled him/herself.
3. **Provide comfort** to an upset or distressed child.

11. Monitoring Arrangements

This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by [the governing board.

12. Links with other Policies

This policy links to the following policies and procedures:

- › Accessibility plan
- › Child protection and safeguarding
- › COVID-19
- › Health and safety
- › SEN
- › Supporting pupils with medical conditions



Parental Permission for Intimate Care

Should it be necessary, I give permission for _____ to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed _____

Adult with parental responsibility for _____



Appendix 2: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Record of Intimate Care



Name of child	Date	Time	Comments	Staff Involved	Signature