

Intimate Care Policy

Document History

Version	Date	Comments
1.0	November 2024	Approved by FGB
2.0	Sept 2025	Annual Review
Next Review Date September 2026		

Statement of Intent

Kempsford Church of England Primary School 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. The school recognises that 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 any distress. This policy sets out the practices followed by the school in the intimate care of children to ensure that this commitment is met. This policy should be read in conjunction with the school's Health and Safety and Safeguarding Policies.

Background

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, however in the case of a specific medical procedure 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 and carers to provide continuity of care.

Aims of the Policy

This policy aims to ensure that:

- children will be treated with respect at all times
- the child's welfare and dignity is of paramount importance
- the management of children with intimate care needs will be carefully planned and intimate care plans will be drawn up as appropriate. (See Appendix 1)
- staff required to provide intimate care are trained to do so (including Safeguarding and Health and Safety in lifting and moving) and procedures in the school's Health and Safety and Safeguarding policies are adhered to.
- outside agencies, including advice from occupational therapists and physiotherapists will be involved in the planning of any care given.
- staff will be supported in the management and giving of intimate care.
- where appropriate, staff will encourage the child to do as much of the care for him/herself as possible.
- each child's right to privacy will be respected and careful consideration will be given to each child's situation to determine how many carers need to be present when a child is toileted.
- wherever possible, the same child will be cared for by the same adults on a regular basis.
- intimate care arrangements are discussed with parents/carers on a regular basis and recorded on the child's care plan.

Planning intimate care

Regular requirements of an intimate nature will be planned for. Agreements between the school, parent/carers and child should be documented and easily understood. The necessity for such requirements will be reviewed regularly and the child's views must be actively sought.

The class teacher, relevant teaching assistant, school SENDCo, parents/carers and any other appropriate school staff who will be responsible for intimate care will be involved in the drawing up of the care plan.

Where it is anticipated that a pupil might be prone to misinterpret any contact made, alternatives will be considered such as involving another member of staff or the child's parent/carer.

Safeguarding children

Safeguarding procedures will be adhered to at all times. Children requiring intimate care will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child e.g. marks, bruises, soreness etc. s/he will report it immediately following the procedures set out in the school's Safeguarding Policy.

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 informed at the earliest opportunity and a resolution sought. At all times the child's needs remain paramount in the decision making process.

If a child makes an allegation against a member of staff, all necessary procedures will be followed in accordance with the school's Safeguarding Policy.

Children wearing nappies

Parents of children who require nappies will be made aware of the Intimate Care Policy. A simple agreement form will be signed outlining who will be responsible within the school for changing the child and where and when this will be carried out. (See Appendix 2).

The school will provide a home/school record book informing the parents how often a nappy was changed and the time the child left/returned to the classroom. This provides reassurance to the parents that systems and procedures are in place and are being followed.

Changing Facilities

In normal circumstances children will be changed in the nearest toilet. Where a child is being regularly changed, a changing mat will be available and should be placed on the floor. This is the recommended method of changing a child as it avoids an adult having to lift a child.

Equipment Provision

Where a child is in nappies, parents/carers will be responsible for ensuring the school has a supply of nappies, wipes, changing mat and nappy bags. Parents of children who regularly soil themselves will be required to provide a change of clothes in a named bag on a daily basis.

The school will be responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Health and Safety

Staff should always wear disposable gloves and where appropriate, an apron when dealing with a child who requires intimate care. Any soiled waste must be placed in a waste disposal bag which is then sealed. The bag should be placed in a bin complete with liner which is specifically used for the disposal of such waste. The bin must be emptied on a weekly basis and it can be collected as part of the normal refuse collection service unless it is classified as clinical waste. Reference should be made to the school's Health and Safety Policy.

APPENDIX 1

Intimate Care Plan Proforma

INTIMATE CARE PLAN		
Pupil's name:	DOB:	Lead professional:
Area of need:		
Details of assistance required including frequency of support.		
Location of toilet: Any adaptations required? Any equipment required? (If so include who has responsibility for ordering any supplies)		
Liaison with parents/carers: (frequency and method of communication)		
Staff training needs?		
Strategies and targets towards independence:		
Review Date:		

This plan has been agreed by:

Parent/carer:..... Date:

Headteacher:.....Date:

SENDCO:Date:

Teaching Assistant: Date:

APPENDIX 2

Parent – School Agreement: Nappy Changing

Nappy Changing Arrangements	
Name of pupil:	
DOB:	
Agreed arrangements:	
Where?	
By Whom?	
How often will nappy be changed?	
Agreed communication between class teacher and parent? (format and how often)	
Equipment provision:	
Signed:	
Parent:..... Date:	
School:..... Date:	