Intimate Care Policy

Forest Park Primary School part of

Orchard Community Trust

Last updated: September 2024

Last reviewed: September 2025

Ratified by governors:

---------- Head teacher

----------Chair of governors

Next Review Date: September 2026

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Appendix 1 - Intimate Care Plan

Aims

To include all children in activities regardless of their ability to manage their own personal care

To safeguard the rights and promote the welfare of children

To provide guidance for staff

To reassure parents

To ensure that every child feels comfortable, safe and cared for during a change of nappy/pull ups and/or clothing.

Rational

There are times when children need nappy changes, help with toileting and changing clothes at school. This policy provides clear guidelines for providing the intimate care of children. These guidelines are designed to promote good practice and safeguard children and practitioners.

The DDA (Disability Discrimination Act) requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Children may have accidents from time to time, and some children may remain incontinent for a prolonged period of time due to a specific medical condition..

Definition of intimate care

"Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with or exposure of sexual parts of the body"

These tasks include: dressing and undressing, helping to use the toilet, cleaning, wiping intimate parts of the body, apply medical cream or nappy cream

Definition of personal care

"Although it may not involve touching another person, it is less intimate and usually has the function of helping with personal presentation"

Tasks include: Feeding, medication, hair, dressing, washing and prompting and supervising going to the toilet

Intent

We encourage children to participate in their own intimate and personal care as an approach towards facilitating participation in daily life and develop their personal and physical skills.

All children have the right to be safe, feel comfortable and be treated with dignity and respect. Staff will be sensitive to individual needs.

As a school we will endeavour to support parents and carers with toileting by encouraging children to use the toilets regularly and with increasing independence. We discourage the use of pull-ups for those who have already achieved bowel control. Children who are wet will be changed calmly, quickly and discreetly by a member of staff. Children will be encouraged to take responsibility for their own dressing and undressing as far as they are able.

During the induction process all carers are asked to sign consent paperwork to agree that we can assist with personal and intimate care needs as they arise. If, for any reason, this has not been signed then carers will be telephoned and asked to either give consent verbally or collect their child to assist them with their needs.

Personal and Intimate Care Plans:

Where parents/carers feel that a child still requires nappies on entering school or for those whose additional needs required them to have support, they will be given a Personal Care Plan detailing how changing is to be managed and how both school and parents can work towards increased toileting independence. Intimate care arrangements will be discussed with parents/carers on a regular basis, reviewed regularly and recorded on the Care Plan document and Intimate Care Plan register. Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

As part of the Personal Care Plan parents/carers should:

· agree to change the child at the latest possible time before coming to school

· provide spare nappies, wet wipes, nappy bags and a change of clothes

· understand and agree the procedures to be followed during changing at school

· agree to inform school should the child have any marks/rash

· agree to review the arrangements, in discussion with the school, should this be necessary

· agree to encourage the child's participation in toileting procedures wherever possible

· agree to dress the child in appropriate clothing (according to school uniform)

Procedures:

In EYFS, children will have their nappies changed in the privacy of the bathroom area with the door open, in a space visible to other staff, staff will wear gloves an apron and a mask. For children who have additional needs in Key Stage 1 or 2, this will be the bathroom that is appropriate for the child to use and will be in private, with the door shut. The member of staff completing the change will discreetly notify others that they are going to provide intimate care.

EYFS staff, where possible, will be supervised by each other by sight or sound. Staff will ask children if they can change their nappy first, no matter how old they are and ask them to volunteer to lie on their own changing mat which will be placed on the ground to allow independence. In Key Stage 1 and 2, children will also be asked if assistance can be given in toileting or changing requirements. In all cases, the child's preferences should be considered and their privacy, dignity and appropriate confidentiality seen as paramount.

While changing underwear and other items of clothing children will also need to be in the privacy of the bathroom area. Children will always be encouraged to manage their own needs primarily before the adult offers help. This will be offered and refusal taken seriously. It is important to teach children that their consent matters. In the event of refusal or distress we will ring parents to come and manage the situation. In the event of extreme distress calming words should be used and a second adult available to support.

Parents will be asked to provide children with their own labelled bag with nappies, wipes, sacks, change of clothes stored in the cloak room area. If this is not provided, we will keep changing resources stocked in the bathroom. Parents may be asked to contribute towards the cost of this if they do not provide these.

Should staff observe any unusual markings, discoloration or swelling these will be reported to the DSL immediately.

If during the intimate care of a child a staff member accidently hurts the child, the child will be reassured and report to the DSL.

Mats and other equipment will be thoroughly cleaned and rubbish disposed of and hands washed finally by adult and child in line with infection control guidelines.

Personal care is a 'regulated activity' – all staff designated to carry out this work should have all appropriate pre-employment checks and vetting (including DBS checks) completed and in place.

Within Key Stage 1 and 2, intimate care is often carried out by one staff member alone with one child. The practice of providing one to one intimate care of a child is supported by the school, unless the activity requires two people for the greater comfort / safety of the child or the child prefers two people. If a child's intimate care is delivered by several different staff, a consistent approach to care is essential. Effective communication between school staff, parents or carers and external agencies ensures practice is consistent.

A record of all changes will be kept in a secure space in line with GDPR guidance and carers have the right to request to see this at any time. Carers will be notified verbally by the practitioner on the door at collection regarding intimate care that has taken place **or** if support has been given that falls outside of normal practice for that child.

Child Protection

All staff are DBS checked to ensure children's safety, therefore under normal circumstances a second member of staff does not need to be present to change a child.

· All staff involved with intimate care will receive specific induction from the school on these procedures and protocols

· Parents/carers must understand that changing a child's nappy will involve intimate handling

· No volunteers or students will change a child

All staff are encouraged to be vigilant for any signs or symptoms of improper practice. Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with intimate care agreements, concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor and Principal/Head of School to identify the areas of concern and how all present can address them. If these concerns continue there should be discussions with the school's safeguarding coordinator about the appropriate action to take to safeguard the welfare of the child.

Resources (to be kept in changing area):

- Changing mat
- Disposable aprons
- Disposable gloves
- Disinfectant spray/wipes
- Nappy Bin
- Spare wipes
- Nappy sacks/ bags
- bags for wet/ soiled clothes
- Specialist equipment

Related School Policies:

- Admissions Policy
- Safeguarding Policy
- Health and Safety Policy
- Inclusion Policy
- SEN Policy
- Equal Opportunities Policy

- Early Years Policy

Useful Resources

Working together to safeguard children 2018

Keeping children safe in education 2022

NSPCC

Appendix 1 -

Intimate Care Plan

Child's Name:	
Date plan written:	
Names of staff involved in delivering intimate care:	
Intimate Care Need:	
Specific Support Required:	**Frequency of Support:**
Equipment required / location:	

Additional Information:

Intimate Care Plan signed by all staff / professionals involved in writing or delivering the plan:

Name	**Role**	**Signature**

Parent / Carer's Consent:

I give permission to school to provide appropriate intimate care support to my child as detailed above. I understand that the staff concerned have received the necessary training and have discussed the procedures with me. I will advise the headteacher or staff responsible of any medical condition or change in my child's needs which may have an effect on the provision of intimate care.

Name:_____

Signature:_____

Relationship to child:_____

Date:_____

Intimate Care Plan review date:
(in 6 months time or sooner if required)