

# **ALDERMAN RICHARD HALLAM PRIMARY SCHOOL**

## **Intimate Care Policy**



# Intimate Care Policy

## Contents

Aims.....	2
Principles.....	3
School responsibilities.....	3
Staff Responsibilities .....	4
Staff Training .....	5
Personal Care Plans.....	5
Special Considerations .....	5
Children with Additional Needs and/or Disabilities.....	5
Reception Age .....	5
Safeguarding Concerns .....	5
Practice.....	6
Intimate care procedures.....	6
Recording the Intimate Care Plan .....	6
Recording Intimate Care in Nursery.....	6
Types of Intimate Care .....	6
Soiling.....	6
Dealing with blood and body fluids .....	7
Accidents to intimate areas .....	7
Role of Parents and Carers.....	7
Working with Outside Agencies .....	8
APPENDIX 1: Individual Intimate Care Plan .....	9
APPENDIX 2: Nursery Incident Form.....	10
APPENDIX 3: Intimate Care Permission Letter .....	11

## Aims

This Intimate Care Policy aims to provide a clear framework to ensure that all children who need support with personal care, including toileting and continence management, receive intimate care in a way that is safe, respectful, dignified, and maintains their privacy. It aims to ensure that:

- The school is compliant with statutory requirements under the EYFS Safeguarding & Welfare requirements.

- Learners and their families understand the support they can expect from school.
- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of students are safeguarded.
- Students 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 considered.
- 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.
- Where a child has additional intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support with because of their young age, physical difficulties or an additional need.

### **Principles**

Alderman Richard Hallam respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that:

- Every child has the right to have their intimate care needs met with dignity, privacy, and respect.
- Care routines should be as unobtrusive as possible and promote independence.
- The child's welfare is paramount; intimate care is delivered in a manner which fosters safety, respect, and security.
- Staff will work in partnership with parents and carers, listening to, and respecting, children's preferences, feelings, and bodily autonomy.
- Children are involved with and consulted about their personal care as far as they are able
- Children are provided with consistency of care as far as possible

This policy complies with statutory safeguarding guidance set out in 'Keeping Children Safe in Education (2025)' and the changes to safeguarding in The EYFS Statutory Framework 2025.

### **School responsibilities**

We will work with parents and carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will ensure that a Care Plan (Appendix 1) is written to ensure their needs are clarified and met. The learner, as well as their parents and carers, will be included in discussions about the care plan. Relevant healthcare

professionals, including the school nurse, may also be consulted. The care plan will be reviewed annually or sooner if the learner's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks and training. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will notify the family where a different member of staff has been involved.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents and carers. This act of care would be reported to a member of the Senior Leadership Team and to the parents or carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

The school will ensure that changing areas are private but allow for appropriate supervision; children will never be left unattended.

Parents and carers must give written consent for routine intimate care (e.g., nappy changing) when the child joins the setting.

### **Staff Responsibilities**

Subject to their age and understanding, the preferences of the pupil will also be considered. If there is any doubt as to whether the child is able to make an informed choice, their parents and carers will be consulted.

All staff will:

- communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible, the learner's wishes and preferences will be taken into account.
- take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.
- work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.
- ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.
- ensure that intimate care takes place in a private but safe area (i.e. a designated changing area). Staff should ensure doors/screens are closed and avoid unnecessary exposure. Staff may use their bodies as a "shield" to give privacy while keeping other children under observation.
- follow strict hygiene protocols (gloves, cleaning surfaces, handwashing, safe disposal of soiled materials).
- ensure supplies are available: nappies, wipes, gloves, disposal bags etc.

- act according to the school's Child Protection and Safeguarding Policy and safeguarding procedures if there are any concerns for the learner's wellbeing.
- keep parents and carers up to date when intimate care changes have taken place and implement reviews as and when appropriate

### ***Staff Training***

Staff will receive:

- Updates and reminders on the specific types of intimate care they undertake
- Regular safeguarding training
- Updates on the latest EYFS requirements
- manual handling training, if necessary, that enables them to remain safe and for the pupil to have as much participation as is possible
- opportunities for regular reviews of intimate care practice through supervision, staff meetings and observations to ensure policy is followed.

They will be familiar with the control measures set out in risk assessments carried out by the school and are encouraged to seek further advice as needed.

### ***Personal Care Plans***

If a child requires regular assistance with intimate care, staff will meet with the parents and carers to discuss the child's needs and devise an agreed intimate personal care plan. Relevant health care personnel and any external agencies will be involved where needed. This plan would then be monitored and reviewed on a regular basis and staff would work with parents and carers to support their child's needs. A method of communication with the parents and carers will be agreed as part of the plan and completed by staff. The agreed communication is then shared on a daily basis with the parents or carers. All information is strictly confidential and shared only in private.

### ***Special Considerations***

#### ***Children with Additional Needs and/or Disabilities***

Additional support might be required; the care plan will be adapted in consultation with specialists or parents. Staff and care plans should be sensitive to dignity, ability and individual pace.

#### ***Reception Age***

Many Reception-age children will be toilet-trained however accidents will occur. Staff should respond sensitively, helping the child to clean up and change clothes without shaming.

#### ***Safeguarding Concerns***

Staff must be alert to any signs of abuse which may include bruising or discomfort. Any concerns must be reported to a DSL/DDSL immediately, following the school's child protection procedures.

## **Practice**

### ***Intimate care procedures***

Intimate care should take place in the toilets or the medical room. On rare occasions, intimate care may need to take place outside of these rooms. On these occasions, every effort will be made to protect the pupil's dignity and privacy. Every effort will be made to ensure the pupil has privacy, and other pupils will be directed away from the area whilst intimate care is taking place.

Intimate care may be given by any appropriate member of staff, regardless of gender, as long as they have an enhanced DBS with a barred list check.

When carrying out procedures, the school will provide staff with:

- Protective gloves
- Wet wipes
- Sanitary bags
- Sanitary bins
- For students needing routine intimate care, the school expects parents and carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies and/or underwear, and a spare set of clothing.
- Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents and carers at the end of the day

### ***Recording the Intimate Care Plan***

Where intimate care is routinely required, it will be recorded on the pupil's log as part of their Care Plan. The school will work with parents and carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

If you have any concerns regarding care plans, practice or procedures, please contact your child's class teacher or a member of the Senior Leadership Team through the school office

### **Recording Intimate Care in Nursery**

Intimate care forms will be completed upon a child receiving support for toileting or if they have needed to be changed. These will be handed out to parents and carers at the end of the session.

## **Types of Intimate Care**

### ***Soiling***

Intimate care for soiling should only be given to a child if the parents and carers have given written permission for staff to clean and change the child. Parents and carers are requested to sign or confirm their permission form at the start of each academic year.

If a parent or carer does not give consent, the school will contact the parents or carers, or other emergency contact, giving specific details about the necessity for cleaning the child. If the parent, carer or emergency contact is able to come within a short period of time, the child is comforted and kept reassured to preserve dignity until the parent, carer or emergency contact arrives. If the parent, carer or emergency contact is unavailable to come to school, we will seek to obtain verbal consent from parents or carers for staff to clean and change the child. Permission will be sought on each occasion that the child soils themselves.

If the parents, carers and emergency contacts cannot be contacted, the EYFS Lead or a member of SLT will be consulted. A decision will be made in the best interests of the child.

### ***Dealing with blood and body fluids***

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste and placing in the medical bin, located in the first aid room. When dealing with body fluids, staff must always wear protective clothing, which may include disposable aprons and gloves, and wash themselves thoroughly afterwards. A child's soiled clothing will be bagged to go home but will not be rinsed or washed.

### **Accidents to intimate areas**

If a child injures themselves in an intimate area, the child will be asked to check the area alone and the child's parents or carers will be contacted immediately; they will be informed of what the child has said regarding the injury. The child's parent or carer will be invited into the school to inspect their child and decide on what course of action they would like to take based on this. Where a parent or carer (or their emergency contact) cannot be reached, the child will be made comfortable until such time as contact can be made. Staff will not conduct any form of inspection of the injured area.

In the event that the child is bleeding from this area, contact will be made with the parent or carer in the first instance and advice may be sought from our First Aid Leads or 111 as appropriate.

### **Role of Parents and Carers**

Parents and carers will:

- ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- ensure that they work towards their child achieving the maximum possible level of independence at home.
- be asked, if necessary and appropriate, to supply a bag of clean clothes for their child. These are taken into the toilet facilities prior to changing. A small supply of spare clothing is available if necessary and parents and carers are asked to return this as soon as possible.

- work with school to develop and agree a care plan.
- make sure that school always has the required equipment available for their child's intimate care or toileting needs.
- ensure that school always has their emergency contact details.

### **Working with Outside Agencies**

Sometimes it is necessary to involve outside agencies in a child's care plan. This could be to offer strategies for overcoming difficulties, to support parents and carers or to help school staff develop specific care plans. As a team, we welcome the support of a range of different agencies and work closely together to benefit and support the needs of the child and their parents and carers. If we feel it is necessary to refer to an outside agency, this will only be considered after discussions with parents and carers.

The Special Educational Needs and Disabilities Co-ordinator (SENDCO) will oversee this process. If you have any concerns, or wish to speak to the SENDCO, please contact the school office to make an appointment.

## APPENDIX 1: Individual Intimate Care Plan

### Individual Intimate Care Plan (Nursery / Reception)

#### Child Details

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class / Key Person: \_\_\_\_\_

Date Plan Created: \_\_\_\_\_

Review Date: \_\_\_\_\_

#### 1. Description of Needs

Type of care required (e.g. toileting, nappy changing, help wiping, changing clothes, continence pads, medical hygiene needs):

\_\_\_\_\_

Frequency / triggers:

\_\_\_\_\_

#### 2. Independence and Preferences

What the child can do independently:

\_\_\_\_\_

What the child needs support with:

\_\_\_\_\_

Child's preferred words / communication for toileting / private parts:

\_\_\_\_\_

Any anxieties or preferences (e.g. likes female staff, dislikes certain wipes):

\_\_\_\_\_

#### 3. Staff Responsibilities

Primary staff member responsible: \_\_\_\_\_

Secondary (cover) staff member: \_\_\_\_\_

Staff will always:

- Respect privacy and dignity.
- Explain what they are doing and seek the child's cooperation.
- Encourage independence whenever possible.
- Follow safeguarding policy and hygiene protocols.



### APPENDIX 3: Intimate Care Permission Letter

Dear Parents and Carers,

We review intimate care policy for the Foundation Stage on an annual basis and are required to have written permission in order to change children who have had an accident.

If a child wets or soils themselves whilst at school, it is important that appropriate measures are taken to clean and change them as quickly as possible. Our Early Years Staff are all experienced and trained at carrying out this task and will do so ensuring that the child's privacy and modesty are paramount. If you would rather the staff not change your child when wet or soiled, the school will contact you or your emergency contact who will be asked to attend without delay.

Alderman Richard Hallam Primary School has an Intimate Care Policy which is available to view on our school website ([www.arhprimaryschool.co.uk](http://www.arhprimaryschool.co.uk)), or please ask for a copy from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely,

Ms L McEwan  
Foundation Stage Co-ordinator

✂-----

Name of Child.....Class.....

#### Please tick as appropriate

I give consent for my child to be changed and cleaned by Early Years' staff if they wet or soil themselves whilst at school.

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....

Please print name.....