



Intimate Care Policy

Key Document Details

School Name: Moredon Primary and Nursery School

Version no: 3

Ratified date: 07/09/2026

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Interim review date: n/a

Owner: Angie Harris

Next review date: 01/09/2027

Approved by: C Leach

Introduction

This Policy should be read in conjunction with the Safeguarding Policy and Staff Code of Conduct.

Moredon Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times.

Aims and Objectives

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Role of Governors

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

The Role of The Principal

It is the responsibility of the principal to implement the school's Intimate Care Policy and to ensure that all staff (both teaching and nonteaching) are aware of the school policy; routines and procedures.

The school principal ensures that all staff receive sufficient "in house" support and development to be equipped to deal with incidents where intimate care is needed.

The Role of Staff

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt and support any training programme requested by a child's GP and/or the school nurse or parent.

- Permission is sought as children enter Early Years Foundation Stage (EYFS) and recorded on their admission form. This is kept on record and noted on Arbor.

- All staff are informed of those children where no permission is given and responsible for checking on Arbor.
- Where a child has continuing incontinence problems (i.e. past EYFS) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'.
- The school also keeps a stock of spare clothes in various sizes.
- Staff have access to a private bathroom area with a toilet and hand basin with access to warm water.
- There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do.
- Children will be changed by a known member of staff but there could be occasions where other members of staff step in
- Parents will be informed the same day.
- **Whenever intimate care is given the time; date and name of member of staff must be recorded on cpoms.**

If a child soils him/herself during school time, one member of the staff will help the child to:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.
- Parents/carers is informed at collection time.
- The time; date and name of member of staff must be recorded on Cpoms.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will provide support. The member of staff responsible will check the child regularly to ensure that he/she is clean before leaving to go home. The latter is because the school washing facilities are not accessible to parents.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

Our approach to best practice for intimate care needs over and above accidents.

- The management of all children with intimate care needs will be carefully planned.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual intimate care plans (Appendix 1) for children in Reception upwards will be drawn up for any pupil requiring regular intimate care. This will be organised by the school SENCO who will inform the School Nurse Service.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures.

- When intimate care is provided for children with an intimate care plan, the adult responsible will record this in the Intimate Care Log (Appendix 2)
- Intimate care arrangements will be discussed with parents/carers on a regular basis and any changes recorded on the intimate care plan.
- The needs and wishes of the child and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation
- This information should be treated as confidential and communicated in person, via telephone or via dojo messenger

Child Protection

The role of The Governors and staff of Moredon Primary and Nursery School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safeguarding Lead.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated a member of SLT.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures outlined in the school's safeguarding policy.

Review date: 01/09/2027

Appendix

1



Consent form for the delivery of intimate care

Name..... DOB.....

Address.....

Telephone.....

<u>Emergency Contact</u>	1. Tel:..... 2. Tel:.....
<u>Class teacher</u> <u>TAs</u> <u>Other professionals</u> <u>including MDSA or SLT</u> <u>members</u>	
<u>Completed by</u> <u>Date completed</u> <u>Date to be reviewed</u>	
<u>Storage and</u> <u>accessibility of</u> <u>equipment</u>	- It is the parent/carers responsibility to ensure the correct equipment is provided - The equipment will be replenished by the <u>parents</u> carers when needed - The Equipment will be stored.....
<u>Type of intimate care</u> Please give details of care to be given	
<u>Words used by the child</u> <u>for intimate body parts</u>	
<u>Words used by</u> <u>practitioners for intimate</u> <u>body parts</u>	
<u>Safeguarding</u>	Any concerns should be recorded on <u>concerns</u> and the safeguarding lead and parent informed
<u>Record keeping</u>	Daily care will be recorded in the log and parents will be informed

I/we the undersigned have read the policy for intimate care and give permission for staff at Moredon Primary and Nursery School to carry out the intimate care of my/our child. The intimate care policy can be found on the school website.

Signed by person with parental responsibility.....

Relationship to child Date.....

DOB.....

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