



# **Rushey Green Primary School**

## **Intimate Care Policy**

Date of Policy:	November 2025	Approved by:
Renewal Date:	November 2027	Full Governing Body

Rushey Green 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. Rushey Green Primary 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 distress or pain.

### **1. Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

### **2. General Guidance**

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/carers to provide continuity of care to children/young people wherever possible.

### **3. Our Approach to Best Practice**

#### **Children with Identified Intimate Care Needs**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him / herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Wherever possible a child will be catered for by one adult with another member of staff in the vicinity.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived as the ratio of male staff in primary schools is less. The protocol at Rushey Green Primary is that female staff will support boys as often there are no male staff available.

Intimate care arrangements will be discussed with parents / carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **First Aid, Children who Soil themselves or Who "have an accident"**

Staff who administer first aid should ensure, wherever possible, that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken. Staff will encourage each child to do as much for him / herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

The child's dignity should always be presented with a high level of privacy, choice and control. There shall be a high awareness of child protection issues.

If required the child will be provided with clean clothes and the parent/carer contacted by phone to inform them of the situation.

### **The Protection of Children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to the level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc s/he will immediately report concerns to the designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and the outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

### **Health and Safety**

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety Policy.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. These are outlined in our Safeguarding Policy.

Regular requirements of an intimate nature should be planned for. Agreements between the school / organisation, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

If a child wets or soils themselves:

- Reassure the child
- Get new underwear and socks from the Head teacher or the office
- Find suitable second hand uniform, stored in the green room
- Take the child to one of the disabled toilets where they can clean themselves and change in private and away from other children (If the child is capable of managing this activity themselves, staff should wait outside).
- Give them a carrier bag for their wet/soiled clothes (if clothes are soiled they should be double bagged).
- Call the parent/carer to inform them.

If a child has an unexpected period:

- Reassure the child
- Sanitary towels are kept in the main office and disabled toilet in the EYFS area and disabled located next to Year 3 toilets located on the first floor.
- If necessary, new underwear is available from the main office.
- If necessary, find suitable second hand uniform, stored in the RGSA cupboard.
- Take the child to one of the disabled toilets where they can clean themselves and change in private and away from other children (Staff should wait outside).
- Give them a carrier bag for any clothing.
- Call the parent/carer to inform them.



## APPENDIX 1

### Rushey Green Primary School Intimate Care Agreement Form

Pupil's personal details	
Full Name:	
Date of Birth:	
Parent/Carer name:	
Address:	

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example).

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:

Name:

Relationship to child:

Date: