

# **St. Peter's Catholic Primary School**

## **INTIMATE CARE POLICY**



|                           |                      |
|---------------------------|----------------------|
| Policy                    | Intimate Care Policy |
| Date                      | October 2025         |
| Date of review            | October 2026         |
| Signed Chair of Governors | Sarah Adeyemi        |
| Signed Headteacher        | <i>Clare Scott</i>   |

**We the family of St Peter's, united by our faith in God, love, learn  
and grow together.**

## INTRODUCTION

Staff who work with young children or children/young people who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at St Peter's Catholic Primary school work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their development level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

St Peter's Catholic 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. St Peter's Catholic 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.

## OUR APPROACH TO BEST PRACTICE

All children who require intimate care are treated respectfully 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 moving and handling) 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 and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle children 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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves.

**Intimate care will take place in the shower room, which is private enough to respect the child's dignity. No adults will be left alone, there will always be two members of staff when intimate care takes place.**

All intimate care procedures that are carried out are recorded in the daily log book and signed by the person carrying out the procedure, detailing the procedure carried out and any notes.

If a child refuses staff assistance a parent or carer will be called.

If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is distressed or unwell.

Wherever possible the same child will not be cared for by the same adults on a regular basis; 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, while at the same time guarding against the care being carried out by a succession of completely different carers.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they received.

## **THE PROTECTION OF CHILDREN**

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

Where appropriate, all children 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's presentation, e.g. marks, bruises, soreness etc s/he will immediately report concerns to the appropriate manager/designated person for child protection. A clear record of the concern will be completed and referred to social care and/or the Police if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm.

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 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.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

# Appendix



## Support Guidance for staff

### Procedure for Changing a Nappy

- Consider how the child likes to be changed: standing or lying down.
- Wash your hands
- Assemble the equipment
- Place the child on the changing mat/ table or allow to stand
- Put on gloves
- Remove wet/ soiled nappy
- Clean child.
- Fold the nappy inwards to cover faecal material and place into designated covered bin.
- Used wipes and gloves are to be disposed of in a bin with a disposable liner.
- The bin should be emptied at least once a day and the liner replaced.
- Once the child has been changed and returned safely to the classroom, clean the changing area with an approved spray or soap and water.
- Hands should be washed thoroughly.

### Providing personal care **for children wearing nappies/ pull-ups in school**

- Two members of staff will be present at all times.
- Staff will follow 'Changing a Nappy' procedure.
- Staff will ensure privacy for the child
- Staff will ensure that the child is clean (intimate areas). This may involve wiping intimate areas or supporting the child to do so.
- Lightly soiled clothing will be bagged and labelled to be sent home to parent.
- Heavily soiled undergarments may need to be disposed of. Staff will inform parent.

Providing personal care when **child is working towards independence/ toilet management**

- A member of staff will accompany child to the toilet.
- A member of staff will help child to remove clothing (if required).
- A member of staff will help child to sit on toilet (if required).
- A member of staff will remain in the toilet area if the child is nervous about sitting/ standing on/ near the toilet.
- A member of staff will hand child toilet wipe for child to clean intimate areas.
- A member of staff will ensure that child has pulled up clothing before leaving toilet area.
- A member of staff will ensure child washes hands.
- If child is confident, a member of staff to stand outside the toilet area (door ajar) and support only if required.