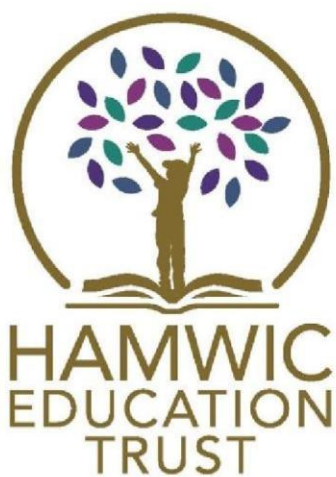




Intimate Care Policy



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Approved By:	Name: CEO/Chair of Trustees	Date:	May 2025
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Introduction

Thornhill 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. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of safeguarding. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves, but with which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Purpose

- Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. We work in partnership with parents/carers to provide continuity of care to children wherever possible.
- We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise 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, pain or embarrassment.
- Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Process

- 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 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.

- 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 appropriate to their age and cognitive ability.
- 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 cleaning themselves e.g. after a bowel movement. Individual intimate care plans may 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 members of staff might need to be present when a child needs help with intimate care. Where possible one child will be regularly cared for by one adult, unless for the protection and consideration of staff it is preferable to have two adults present.
- Intimate care incidents must be recorded (in the child's class) including date, time, name of child, adult(s) in attendance, nature of incident, action taken and concerns or issues (Appendix C). This will also monitor progress made. Parents/Carers are to be informed as soon as possible either verbally at the end of the day, or over the telephone.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis. The needs and wishes of children and parents will be carefully considered alongside any possible constraints, e.g. staffing and equal opportunities legislation.

Intimate Care Plans

- An agreement will be set up (Appendix B) that defines the responsibilities of both the parents and the school. This agreement should help parents feel confident that school is taking a holistic view of their child's needs.
- Where a child has a particular need (e.g. wearing nappies or pull-ups regularly or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents to set out a care plan (Appendix A) to ensure the child is able to attend daily.
- Personal care plans will be signed by all who contribute and reviewed on an agreed basis.

Toileting and Personal Care Procedures

- Staff will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within school, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.
- When dealing with personal care and continence issues, staff will follow agreed health and safety procedures to protect both the child and the member of staff.
- Working in partnership with parents and exchanging information with parents is essential; parents should be encouraged to work with staff to ensure a consistent approach.

Safeguarding of Children

- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Safeguarding trained staff will make the professional decision if it is acceptable for only one member of staff to assist depending on the level of support a child needs. School staff will inform another member of staff when they are going to assist a child with intimate care. Staff should follow intimate care plans, and two members of staff should be present when carrying out intimate care away from the toilets within the classroom.
- If a member of staff has any concerns about physical changes in a child's presentation, (unexplained marks, bruises, soreness for example) the recognised child protection procedures should be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/Carers will be contacted at the earliest opportunity. Local child protection procedures will be adhered to at all times.
- 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. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding. 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 A
Thornhill Primary School Intimate Care Plan



Toilet Management Plan	
Child's Name	
DOB	
Name of person(s) to change the child if main adult unavailable	
Where changing will take place?	
What resources and equipment will be used?	
Who will provide the resources and equipment that will be used?	
How will wet/soiled clothes nappies/pull-ups be dealt with?	
How will the child be encouraged to participate?	
Special arrangements for trips/outings	
Any other comments, e.g. medical information	

Working towards independence	
Child will try to	
School will do	
Parents/Carers will do	
Review Comments	
Signatures	
Parent/Carer	
Child if appropriate	
Class Teacher	
Teaching Assistant	
When will the plan be reviewed:	

Appendix B

Thornhill Primary School – Intimate Care Plan Agreement



The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the school.
- I will provide the school with spare nappies/pull-ups, wipes, bags and a change of clothing.
- I understand and agree the procedures that will be followed when my child is changed at school.
- I agree to inform the school should my child have a rash/marks.
- I agree to a 'minimum change' policy i.e. the school will not undertake to change my child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary.

Signed: (parent/carer)

The school:

- We agree to change the child should they soil themselves or become uncomfortably wet.
- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements should this be necessary.

Signed: (school member of staff)

Name: (school member of staff)

Appendix C

Thornhill Primary School – Record Care Intervention



Child's name: _____ Class: _____

Name(s) of staff involved: _____

Date	Time	Procedure – Outline what clothing was changed, what cleaning was required and what the child did independently or had to have specific support with	Staff signature