



Intimate Care Policy

Wordsworth Primary and Nursery School

Approved by: Local Governing Committee

Date: March 2025

Last reviewed on: March 2025

Next review due by: March 2027

Policy Statement

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the schools' policies:

- Safeguarding policy and child protection procedures
- Staff code of conduct and guidance on safer working practice
- Health and safety policy and procedures
- SEND policy

Wordsworth Primary and Nursery School is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most pupils usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other needs. Examples include care associated with continence as well as tasks such as help with washing, toileting or dressing.

1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
 - The dignity, rights and wellbeing of children are safeguarded
 - Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
 - Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
 - 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
- Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form. For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when appropriate) and any relevant health professionals. The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs. See appendix 1 for a blank plan to see what this will cover.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

Where routine care is in place, this will be carried out by a familiar adult to the child, for example a key person. If intimate care is needed urgently, all efforts will be made to ensure that the adult carrying this out is familiar to the child e.g. Class teaching assistant or teacher.

4.2 How staff will be trained

Staff will receive:

Training in the specific types of intimate care they undertake.

Regular safeguarding training.

If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible.

They will be familiar with:

The control measures set out in risk assessments carried out by the school Hygiene and health and safety procedures.

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

Promoting independence and allowing a child to manage their own self-care when able will be promoted. We support the child in doing all they can for themselves. If a child is fully dependent on the staff members, staff ensure that they talk with them about what they are doing and give them choices where possible. We will ensure that we take opportunities to talk to parents/carers and learn from them how they undertake intimate care tasks but we will, wherever possible, discuss our actions with the child e.g. 'Is it ok to do it this way?', 'Does that feel comfortable?'

Supply staff are not permitted to carry out personal care of a child unless that supply staff member has worked sufficient hours in the building to have built up relationship with the child and this will be decided by the Senior Leadership team.

Given the above proviso, we have no anticipation that meeting the child's medical or continence needs should raise any issues of child protection as all staff have been DBS checked. Therefore, it will be normal practice for only one adult to be involved in attending to a child's personal needs. Staff should ensure that another appropriate adult is informed of the task to be undertaken.

Students on work placement will not be involved in supporting children in this area of need. At all times staff will be encouraged to remain vigilant for any signs or symptom of improper practice, as they do for all activities in school.

In school the classroom toilet areas, accessible toilets or the medical room are the designated spaces for attending to a child's personal or medical needs. When carrying out procedures, the school will provide staff with:

- Non latex disposable gloves
- Disposable aprons
- Wet wipes
- Where necessary spare nappies/ pull ups (these will be provided by parents for routine care)
- Nappy sacks
- Spare underwear
- Plastic bags for wet/soiled clothing
- Antibacterial cleanser
- First aid and medical supplies
- Nappy bins
- Changing mats and in some areas changing tables with adjustable height

The resources provided in these rooms will be maintained by Nursery team, year teams of children requiring routine intimate care and First Aiders.

If a child accidentally wets/soils him/herself or requires intimate wider care they will be attended to in one of the designated areas referred to above or in a nearby toilet depending on the urgency of the need. Spare resources can be found in the Nursery toilet or medical room but it is anticipated that staff will check that they have everything to hand before they start the process to avoid leaving the child in a state of undress.

Staff involved in any intimate care procedure will be expected to wear nonlatex disposable gloves. Aprons provided will be available if considered appropriate for staff involved in any medical/intimate care. These must be disposed of and changed in between providing care for different children.

Wet or soiled nappies will be disposed of in the nappy bins.

The changing area will be cleaned and disinfected after use by the member of staff.

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

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using CPOMs and may report direct to a DSL. If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a Designated safeguarding Lead or a member of the Senior Leadership team.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by Headteacher every 2 years.

The Early Years Leader will support the Headteacher in this review.

At every review, the policy will be approved by the Local Governing Body.

Appendix 1

Intimate Care Agreement.

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which are children are unable to do for themselves arising from the child's stage of development.

Staff at Wordsworth Primary & Nursery School providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice.

Name of child.....

I give permission to Wordsworth Primary & Nursery School to provide appropriate intimate care to my child.

I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.

I have discussed with my child's key person/ class teacher the approach that I would like them to take for this the details are outlined below.

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Signed..... Parent/Carerdate.

Signed..... Key Person/ Class teacher
..... date.