Intimate Care Policy

INTRODUCTION

At Holbeach Primary School, we have a primary responsibility for the care, welfare and safety of all pupils in our charge and we are committed to practice that protects children from harm. Our Personal and Intimate Care Policy has been developed to safeguard all children and those members of staff who support them, underpinning the core values of respect, dignity, individual rights, choice, independence and inclusion.

At Holbeach Primary School we believe that:

- Every child has the right to feel and be safe.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.

Intimate care may be defined as any activity required to meet the personal care needs of each individual child in partnership with the parents / carers and children in the following areas:

- Providing comfort to a child who is upset or distressed
- Providing oral care to a child
- Providing first aid assistance
- Feeding a child
- Changing a nappy of a child who has soiled or wet themselves.
- Assisting a child to changing or washing if they have soiled themselves
- Assisting a child to change their clothes (e.g. when changing for PE lessons)
- Assisting with toileting issues/menstrual care
- Supervising a child involved in their own intimate self-care
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

ROLES AND RESPONSIBILITIES

- It is the parents' responsibility to advise the school of any known intimate care needs relating to their child and to pass on all relevant medical information.
- All staff delivering intimate care must have a current enhanced Disclosure and Barring Service (DBS) check.
- All staff must be trained in the specific types of intimate care that they carry out, and fully understand our school's Personal and Intimate Care Policy which will be followed at all times. School will agree the intimate care arrangements with parents/carers and the child, as appropriate.
- Staff should not undertake any aspect of intimate care that has not been agreed with the parents/carers and child beforehand; however in exceptional circumstances, e.g. if the child has a toileting accident, appropriately trained staff will make a decision to provide intimate care in such circumstances.
- Staff will ensure that parents/carers are notified as soon as is possible after the intimate care is given.

- If a staff member has concerns about a colleague's intimate care practice, or any other concern they must report this immediately to the Designated Safeguarding Lead (Headteacher – Tom Bulpitt) or one of the Deputy Safeguarding Leads (Annette Howes, Phil Morriss and Karen Robertson). Please also see our Safeguarding Policy.
- School will provide a suitable place for changing children's nappies and meeting individual pupils' needs hygienically, efficiently and privately.
- School will ensure that staff will be fully aware of best practise regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

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PRINCIPLES

All children have the right to be safe and to be treated with dignity and respect. Disabled children can be especially vulnerable; staff involved with their intimate care will be sensitive to their individual needs.

We will always involve the child in their intimate care as far as possible, encouraging their growing independence. We will talk with our pupils about what is going to be done, and give them choices wherever possible, acknowledging their likes and dislikes and incorporating their preferences as much as we can. We will always ensure privacy appropriate to the child's age and specific needs.

A pupil's intimate care needs are often carried out by one staff member with one child, as previously agreed with parents/carers. The practice of providing one-to-one intimate care for children is supported unless the activity requires two persons for the greater comfort and safety of the child.

As a child can have several members of staff to support his/her intimate care needs, a consistent approach to care is essential. Effective communication between parents/carers/ outside agencies will ensure that practice is consistent.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's preferred method and level of communication, e.g. words, signs and symbols, It is also the responsibility of all staff to establish any specific cultural needs. All staff will seek advice and guidance from the SENDCo or Headteacher as necessary in order to establish and maintain effective communication with pupils who require support.

This policy should be read in conjunction with other school policies including:

- Safeguarding (including Child Protection)
- Health and Safety
- Medical Needs (administration of medication in school)
- Positive Handling

THE PROTECTION OF CHILDREN

Safeguarding and Child Protection Policy and Procedures will be accessible to staff and strictly adhered to. This includes:

- 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. he/she will immediately report concerns to the appropriate manager/designated person for child protection (Headteacher). A clear record of the concern will be completed and referred to social care and/or the CDAIU (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 - see the Education Child Protection Procedures.
- 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

PROTECTION FOR STAFF

- Staff will inform the class teacher discreetly that they are taking the child to carry out a care procedure
- Staff will act in accordance with the safeguarding policy and procedures if there are any concerns for the child's wellbeing.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately
- Risk Assessments will be carried out for Toileting and Nappy Changing procedures
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling
- Agency staff will not change nappies unless employed as a key person on a long-term basis

NAPPY CHANGING PROCEDURE

1. Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
2. Wash and dry your hands.
3. Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
4. Place the child on the nappy changing unit.
5. Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
6. If the child's clothes are soiled, they should be bagged separately and sent home.
7. Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
8. Put on a clean nappy.
9. Take off the gloves and apron and place them in a pedal operated bin.
10. Dress the child.
11. Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
12. Wash your hands using liquid soap, warm water and paper towels.
13. Take the child back to the room.
14. Ensure the changing area is left clean.

ASSISTING A CHILD TO CHANGE HIS / HER CLOTHES

On occasions an individual child may require some assistance with changing if, for example, he/she has an accident at the toilet, gets wet outside, or has vomit on his/her clothes etc. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

CHANGING A CHILD WHO HAS SOILED HIM/HERSELF

If a child soils him/herself in school a professional judgement will be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his/her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- If a child is not able to complete this task unaided, school staff will assist the child. There will be 2 members of staff present and staff will ensure the child has as much privacy and dignity as possible whilst changing takes place.
- Staff will ensure the child is happy with who is changing him/her.
- Staff will be responsive to any distress shown.

- Staff will follow hygiene procedures. They will wear protective disposable gloves and seal any soiled clothing in a plastic bag for return to parents.

SUPPORTING A CHILD TO APPLY SUN CREAM

During spells of hot weather, it will be necessary that your child wears sun cream to protect themselves from sunburn. It is expected that children will have had sun cream applied in the morning before school. A named bottle of sun cream can be left in school for re-application on particularly hot days. Your child will be expected to apply this to themselves. There are occasions when a child may find this more difficult (particularly in the Early Years). In this circumstance we will assist your child by using a hand over hand approach to support your child with applying and rubbing in their sun cream. If a child has individual needs that would prevent them being independent in any way then the application of sun cream or other creams will be written into an individual care plan.

PROVIDING COMFORT OR SUPPORT TO A CHILD

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens, staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Teacher for Child Protection. Staff will follow guidance on the Use of Reasonable Force when using physical contact.

ASSISTING A CHILD WHO REQUIRES A SPECIFIC MEDICAL PROCEDURE AND WHO IS NOT ABLE TO CARRY THIS OUT UNAIDED.

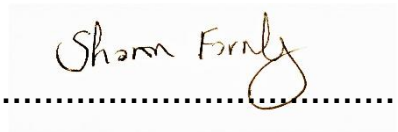
Our Medical Needs (administration of medication in school) Policy, outlines arrangements for the management of the majority of medications in school. Parental permission must be given before any medication is dispensed in school A small number of children who have significant medical needs will have an Individual ‘Care Plan’. This Care Plan will be formulated by the relevant medical body.

TRAINING

Where required, the headteacher will ensure that the school staff responsible for carrying out specified intimate care will receive the appropriate training.

Intimate Care Policy

Chair of Governors: *Sharon Farnley* **(please print name)**

Signed:  .....

Headteacher: *Tom Bulpitt* **(please print name)**

Signed:  .....

Date of Policy: November 2026

Date of Review: November 2029