Greatworth Primary School

Intimate Care Policy

Statutory Policy	Yes/No	
Published on Website	Yes/No	
Policy Ownership	Head Teacher	Yes/No
	Finance & Premises Committee	Yes/No
	Quality & Standards Committee	Yes/No
	Full Governing Board	Yes/No
Implementation Date	September 2026	
Review Period	Every 2 years	
Planned Review Date	September 2028	

The purpose of this policy is to ensure that all staff responsible for the intimate care of children will undertake their duties in a professional manner. Greatworth 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

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

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 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. Where possible, one child will be catered for by one adult, but a second adult should be made aware that intimate care is taking place.

Wherever possible the same child will not be cared for by the same adult on a long-term basis. 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.

Female pupils will only be cared for by female staff. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence. Intimate care arrangements will be discussed with parents/carers and recorded in a care plan. The needs and wishes of children and parents will be considered wherever possible within the constraints of staff and equal opportunities legislation.

The Protection of Children

Safeguarding procedures will be adhered to. In line with the school's safeguarding policy, 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 Safeguarding Lead for child protection.

Health and Safety

Health and safety advice will be sought through the Local Authority provider and through the School Nurse Service.

Further Guidance

Working Together to Safeguard Children 2018 - GOV.UK

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Keeping children safe in education 2024 (publishing.service.gov.uk)

Introduction

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).

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 an important 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.

Children Wearing Nappies

The parent should provide nappies and should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin, and liners to dispose of any waste. During national arrangements such as pandemics, it is imperative that any child needing intimate care continues to be safe and cared for.

Staff members will have access to:

- PPE (Personal Protective Equipment) (face mask, gloves, and an apron) for use during intimate care
- Nappy/soiled underwear changing is undertaken in the appointed toilet on the changing mat.
- Parents/carers are informed of all nappy changes/soiling accidents.
- A new set of gloves, apron, mask, and eye protection to be worn for every nappy/soiled underwear changing.
- The changing mat must be cleaned using anti-bacterial cleaner prior to any changing.
- Child to be placed on a mat during a nappy/underwear change.

Soiled nappies to be placed in double polythene waste disposal bags which can be securely sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste (located in the staff toilet). Staff should be aware of the school's Health and Safety Policy.

Any soiled clothes to be sent home in separate double polythene waste disposal bags. All cleaning wipes to be placed in double polythene waste bags for disposal. Before dressing the child dispose of all personal protective equipment in a double polythene waste disposal bag in the appropriate bin. Both staff member and the child must wash their hands for at least 20 seconds before returning to class. Changing area/mat should be thoroughly cleaned using anti-bacterial spray and cleaning cloths.

Care Plan

Where regular intimate care is required, for instance, in the case of a medical need, a care plan will be drawn up outlining the procedures to be used with the individual pupil. All toileting incidents should reported to parents and reported on cpoms.

Pupils in Distress

The school recognises that there may be times when a pupil is distressed and needs to be comforted and reassured and this might include physical touch such as a caring parent would give. Staff must always remain self-aware to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgment will need to take account of the circumstances of a pupil's distress, their age, the extent, and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond.

Care must be taken in instances which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance, they should seek further advice from their line manager or other appropriate person.

Menstruation

Girls who are in the preliminary stages of puberty may need support from a female member of staff. Where such assistance is required, girls will be provided with sanitary towels and treated sensitively.

Physical Education and Other Skills Coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment. Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, involving another member of staff or a less vulnerable pupil in the demonstration.

Changing Clothes

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people regarding health and safety considerations and to ensure that bullying or teasing does not occur. When changing for physical activity pupils will be supervised. Where pupils are separated by gender, either both groups of pupils will be supervised at the same time, or one adult will move between the two groups to ensure supervision.

Out of School Trips and clubs

Employees should take particular care when supervising pupils on trips or a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring the behaviour of pupils on trips or after school activities. Staff should not place themselves in a position where they are in a vehicle, house, or other venue alone with a child. If staff encounter pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's name_____

Male/Female_____

Date of birth_____

Parent/carers name_____

Address _____

I give permission to the school to provide appropriate intimate care as per care plan support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Head teacher of any medical complaint my child may have which affects issues of intimate care.

Name……..

Signature…….

Relationship to child……..

Date…….