

# Intimate care policy

Trinity All Saints Church of England Primary School

**Trinity All Saints  
Church of England  
Primary School**



*'Growing Together'*



**COLLABORATIVE  
LEARNING TRUST**

Working Together to Secure Success

**Approved by:**

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## 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) 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](#).

It also complies with our funding agreement and articles of association.

## 3. Role of parents/carers

### 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, prior to the child starting at school.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), 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 possible) 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 considered. If there's doubt whether the child can make an informed choice, their parents/carers will be consulted.

The plan will be reviewed once a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

## **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**

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants, teachers, SLT, SENAs.

No other staff members can be required to provide intimate care.

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.

## **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**

It is best practice from a health and safety and safeguarding perspective to have 2 members of staff present. If it is not possible, any changes should be made in an open area, in sight of colleagues. Care should be taken by staff to always maintain the child's dignity.

In nursery:

- 1) In Nursery, nappies are changed at a set time, after lunch, with two members of staff present and changes recorded. If a child needs changing outside regular times, two staff members will do so in the designated area.
- 2) The EYFS team operates a stand-up change with children to wear pull-ups and wherever possible, children are encouraged to do their own intimate wipe.
- 3) In the event of soiling children may need a full clean and be required to lay on a changing mat. Two members of staff will facilitate this procedure.
- 4) The EYFS staff team records names of staff, date, time & nature of change. This information can be shared with parents.

#### Across school (Reception to Year 6)

- 1) In the event of an accident, children will be encouraged to self-care (if applicable) and be provided with a change of clothes & cleaning materials. They will access either a disabled toilet or private space to carry out this operation.
- 2) Where children require assistance (younger children or SEND pupils), two trained adults will provide the care and record process.
- 3) Parents will be informed when they collect their child or sooner if the child is distressed.

When carrying out procedures, the school will provide staff with:

Equipment, such as protective gloves, cleaning supplies, changing mats and bins. If more specialist equipment was required it would be sourced and provided (for example, larger nappies or non-latex gloves)

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 the school's safeguarding procedures.

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 member of the safeguarding 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 the Early Years Lead, bi-annually. At every review, the policy will be approved by the Local Governing Board.

## 7. Links with other policies

This policy links to the following policies and procedures:

- Child protection and safeguarding
- Health and safety

- SEND
- Supporting pupils with medical conditions